



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Architectural Examiners

110 Centerview Dr. • Columbia • SC • 29210 (overnight)

P.O. Box 11419 • Columbia • SC 29211-1419 (mailing)

Phone: 803-896-4408 • Contact.Arch@llr.sc.gov • Fax: 803-896-4424

www.llr.sc.gov/arch

**INSTRUCTIONS FOR COMPLETING AN AMENDED CERTIFICATE OF
AUTHORIZATION (COA) APPLICATION**

*****Notice to Applicants: All information must be clear and legible. There is no charge for an amended Certificate of Authorization (COA).** The completed application can be emailed to contact.arch@llr.sc.gov for processing.***

Complete all Sections (if needed) as instructed below:

TYPE OF ORGANIZATION

Complete this section only if there are changes from the original application. However, if Business Corporation, Partnership, Professional Corporation, Limited Liability Company or Limited Liability Partnership, a Tax ID Number must be furnished or application cannot be processed. If Non-Exempt Proprietorship, a Social Security Number must be furnished or application cannot be processed. **If the Tax ID number has changed from the original application, please contact the board office since a new firm application must be submitted in order to license the new firm.**

BUSINESS INFORMATION

Complete this section. Give business name, complete mailing address, email, telephone and fax. If the firm name has changed, indicate previous company name and/or “no change” on the line just below the telephone and fax number.

ARCHITECT IN RESPONSIBLE CHARGE OF ARCHITECTURAL WORK IN SOUTH CAROLINA

Furnish the name of the individual who is a SC Architect who will be the “Architect in Responsible Charge”. Indicate SC Architect’s name and SC License Number.



South Carolina Department of Labor, Licensing and Regulation

South Carolina Board of Architectural Examiners

110 Centerview Dr. • Columbia • SC • 29210 (overnight)

P.O. Box 11419 • Columbia • SC 29211-1419 (mailing)

Phone: 803-896-4408 • Contact.Arch@llr.sc.gov • Fax: 803-896-4424

www.llr.sc.gov/arch

AMENDED CERTIFICATE OF AUTHORIZATION (COA) APPLICATION

TYPE OF ORGANIZATION (Only sole proprietorships in which the firm's name is that of the licensed professional are exempt, i.e., John Doe, Architect)

- Business Corporation
- Partnership
- Limited Liability Company
- No change to the structure
- Professional Corporation
- Non-Exempt Proprietorship
- Limited Liability Partnership

FEIN/Social Security No.*: _____

** Application cannot be processed without FEIN/SSN*

Certificate of Authorization No.: _____

BUSINESS INFORMATION

Business Name: _____

DBA Name (if applicable): _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (P.O. Box, if applicable): _____

City: _____ State: _____ Zip: _____

Preferred mailing: Physical Address and/or P.O. Box

Phone No.: _____ Fax No.: _____

Email: _____

(On line above, indicate previous company name and/or "no change" if company name remains the same from the original application.)

ARCHITECT IN RESPONSIBLE CHARGE OF ARCHITECTURAL WORK IN SOUTH CAROLINA

Name: _____ Title: _____

South Carolina Registration No.: _____

Signature

Title

Date

Print Name