



South Carolina Department of Labor, Licensing and Regulation
**South Carolina State Board of Registration for
Professional Engineers and Surveyors**
110 Centerview Dr. • Columbia • SC • 29210 (overnight)
P.O. Box 11597 • Columbia • SC 29211-1597 (mailing)
Phone: 803-896-4422 • Contact.ENGLS@llr.sc.gov • Fax: 803-704-6772
www.llr.sc.gov/eng

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) Application. ** The completed application can be emailed to contact.engls@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.

BUSINESS INFORMATION (Principal Address)

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.

BRANCH OFFICE LOCATIONS

Complete this section only if there are changes from the original application. Give complete address, telephone number, and fax number for new branch offices that will offer engineering and/or surveying services in South Carolina. Each branch office must have a South Carolina Registered Professional Engineer within the office to offer engineering services and a Registered Surveyor in order to offer surveying services in South Carolina.

IDENTIFY SC LICENSED PE OR LS WITH CORPORATE RESPONSIBILITY

Furnish the name of the individual South Carolina PE and/or LS who will be the “Engineer or Surveyor” in Responsible Charge.” Indicate location of the office where the individual is in charge, and the individual’s SC PE or LS license number. **The engineer and/or surveyor in responsible charge of the main and/or branch office(s) must complete the Resident Licensee in Responsible Charge Affidavit.** There must be one designated professional physically located in each location (main and/or branch) offering /providing services.

Pursuant to Section 40-22-250 (F) of the South Carolina Code of Laws; a professional engineer and a professional surveyor engaged in practice through firms may maintain branch offices in addition to a principal place of business. A principal place of business as well as each branch office providing services in this State must have a resident professional engineer in responsible charge of engineering work or a resident professional surveyor in responsible charge of the field and office surveying work provided. A professional engineer must supervise the engineering activities of each branch office and a professional surveyor must supervise the surveying activities of each branch office. **The resident professional engineer or resident professional surveyor is considered in residence in only one place of business at a given time.** Section 40-22-20 (34) “Resident professional engineer” or “resident professional surveyor”, with respect to principal office and branch office requirements, means a licensed practitioner who spends a majority of each normal workday in the principal or branch office.

PROFESSIONAL SERVICES OFFERED

Make changes only to add or delete services. If no change, leave blank.

SIGNATURE

Application should be signed by an officer of the firm.



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TYPE OF ORGANIZATION

Only sole proprietorships in which the firm's name is that of the licensed professional are exempt, i.e., John Smith, P.E.

- | | |
|---|--|
| <input type="checkbox"/> Business Corporation | <input type="checkbox"/> Professional Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Non-Exempt Proprietorship |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> No change to the Structure | |

FEIN/Social Security No.*: _____

** Application cannot be processed without FEIN/SSN*

Certificate of Authorization No.: _____

BUSINESS INFORMATION

Business Name: _____

DBA Name (if applicable): _____

Principal Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Fax No.: _____

Email: _____

BRANCH OFFICE LOCATIONS

List all branches offering/providing Engineering and/or Surveying services in South Carolina. (Add supplemental sheet, if necessary.)

1. Branch Address: _____

City: _____ State: _____ Zip: _____

2. Branch Address: _____

City: _____ State: _____ Zip: _____

3. Branch Address: _____

City: _____ State: _____ Zip: _____

IDENTIFY SC LICENSED PE OR LS WITH CORPORATE RESPONSIBILITY

Identify South Carolina licensed PE or LS with corporate responsibility for the SC engineering and/or surveying practices provided by main and each branch office location providing such services: (Attach additional sheets if necessary. An engineer must be responsible for engineering practice; a surveyor must be responsible for surveying practice.) Only one individual may be identified for each profession. The designated resident professional in responsible charge must complete the Resident Licensee in Responsible Charge Affidavit.

Name	Office Location	SC Registration No.	PE/LS

PROFESSIONAL SERVICES OFFERED (Check all that apply)

- ☐ Engineering ☐ Land Surveying ☐ Geodetic Surveying
☐ GIS Surveying ☐ Photogrammetry

Signature

Title

Date

Print Name



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RESIDENT LICENSEE IN RESPONSIBLE CHARGE AFFIDAVIT

I, _____, the undersigned, being duly sworn, affirm under oath that I am licensed with the South Carolina State Board of Registration for Professional Engineers and Surveyors (“Board”) as a:

- ☐ Professional Engineer
- ☐ Professional Surveyor
- ☐ Dual Licensee

And I am a:

- ☐ corporate officer
- ☐ principal owner
- ☐ full-time employee

of [name of firm] _____ and serve as its
Resident Licensee in Responsible Charge of

- ☐ engineering services
- ☐ surveying services
- ☐ both engineering and surveying services

at [principal place of business or branch office] _____
since [date] _____.

Initial each statement below:

_____ I affirm that I have read, understand and meet all criteria necessary to serve as the resident licensee in responsible charge for a firm applying to receive a Certificate of Authorization as set forth in S.C. Code Ann. § 40-22-250.

_____ I understand that this designation makes me responsible for supervising all engineering and/or surveying work, as identified above, at the principal place of business or branch office named above.

_____ I further affirm that I am not designated as the resident licensee in responsible charge of any other engineering or surveying firm or office.

_____ In the event that my status as the resident licensee in responsible charge terminates or changes from what is designated above, I shall immediately provide written notice to the Board of such termination or change.

_____ I understand that attesting to false or incorrect information may result in the denial of the COA and/or disciplinary action against my license.

Signature of Licensee in Responsible Charge

SC License No.

Sworn and subscribed before me this ____ day of _____, 20____.

Notary Signature: _____

Print Notary Name: _____

(SEAL)

Notary Public for the State of: _____

Commission Expiration Date: _____