



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

## **TEMPORARY CERTIFICATE OF AUTHORIZATION FOR OUT-OF-STATE CORPORATION, PARTNERSHIP, OR SIMILAR ENTITY**

### **BOARD POLICY**

**Seals:** While practicing under a temporary permit or a Temporary Certificate of Authorization in South Carolina, the holders shall affix to all plans and documents for use in South Carolina, the seals or stamps from a state in which he/she holds a current license with a notation "Practicing in the State of SC Under Temporary Permit No. " (in the case of individuals) and "Practicing in the State of SC Under Temporary Certificate of Authorization No. "(in the case of firms).

**Permanent Licensure:** For projects extending beyond the twelve month permit period, an application for registration by comity (in the case of individuals) and an application for a Certificate of Authorization (in the case of firms) must be submitted in sufficient time to avoid a lapse in the privilege to practice in this State.

### **Section 40-22-260: Temporary Licenses and Certificates of Authorization:**

(A) Upon application to and approval by the board and payment of the fee provided in regulation, the board shall grant a temporary license for engineering work on one specified project in this State for a period not to exceed one year to an engineer who has recently become a resident of this State, or is a nonresident having no established place of business in this State, who meets the qualification requirements for licensure in this State and who holds a valid license to practice in another state. An engineer may not renew a temporary certificate at its expiration date and may not apply for temporary licensure in connection with more than one specific project in any three year period.

(B) Upon application to and approval by the board and payment of the fee provided in regulation, the board shall grant a temporary certificate of authorization to a firm subject to the following:

(1) This temporary certificate of authorization must be for work on one specified project in this State for a period of not more than one year.

(2) This temporary certificate may be granted to an out of state firm if one or more of the corporate officers, one or more of the principal owners, or a full-time licensed employee is designated as responsible for the professional services regulated by the board and are licensed by the board.

(3) The approval of a temporary certificate of authorization constitutes appointment of the Secretary of State as an agent of the applicant for service of process in an action or proceeding against the applicant arising out of any transaction or operation connected with or incidental to the practice of engineering.

(4) Plans produced and submitted for permitting under a registrant's temporary license or certificate of authorization shall be sealed with the registrant's home state seal. A Temporary Certificate of Authorization may be indicated by notation on plans submitted for permitting. This notation must include the temporary certificate of authorization number, date of expiration, and address of the firm. A copy of the letter of the board approving the temporary license or the certificate of authorization must be attached to the plans.



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**Application for a Temporary Permit for Certificate of Authorization**

**INSTRUCTIONS**

Submit the following with your application to the above address:

- Check or money order only in the amount of \$150 made payable to LLR – Board of Engineers & Surveyors. **Fee is non-refundable. NO CASH IS ACCEPTED.**  
*A return check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.*

A temporary permit for a Certificate of Authorization (COA) is valid for one project and for one year from the date of issue. The temporary permit is intended to provide ample opportunity for firms and appropriate individuals to obtain full registration status prior to expiration of the permit. An out-of-state surveying firm may apply for a temporary COA if the firm has a regular employee who is a South Carolina licensed Surveyor. Surveyors are not eligible for temporary permits.

**ORGANIZATION INFORMATION**

Type of Organization:  Business Organization  Professional Corporation  
 Partnership  Non-Exempt Proprietorship  
 Limited Liability Company  Limited Liability Partnership

**GENERAL INFORMATION**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street or P.O. Box City, State Zip

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tax ID: \_\_\_\_\_ Email: \_\_\_\_\_  
*\*Application cannot be processed without Tax ID Number.*

This location is a:  Main Office  Branch Office

**SERVICES FURNISHED**

Professional Services to be furnished:  Engineering  Surveying

**IDENTIFY ENGINEER OR SURVEYOR IN CHARGE**

Identify licensed South Carolina Professional Engineer or Surveyor with responsibility for the engineering and/or surveying practices for this project.

Name: \_\_\_\_\_

SC Registration Number: \_\_\_\_\_  
 PE  Temporary PE  LS

**MISCELLANEOUS INFORMATION**

*If your answer to any of the above questions is yes, please explain on a supplemental sheet.*

Has any state taken disciplinary action against your firm’s license? Yes  No

Has your firm surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to any pending or threatened disciplinary action? Yes  No

Has your firm been found by a court or registration board to have violated the engineering/ surveying registration laws or the professional/occupational laws of any jurisdiction? (If yes, provide dates and details including results of any appeals, if not previously provided to this board.) Yes  No

Has your firm entered into any negotiated settlement with regard to professional or occupational registration laws? (If yes, provide dates and details including results of any appeals, if not previously provided to this board.) Yes  No

**PROJECT INFORMATION**

Organization listed in the General Information section is:  Prime Professional  Consultant to Prime

If not Prime, identify Prime Professional firm or company:

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street or P.O. Box City, State Zip

Name of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Brief description of project and scope of professional services to be provided by the Firm: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Services: From \_\_\_\_\_ To \_\_\_\_\_

Do you agree to notify this board in writing following termination of your services? Yes  No

**PRIVACY DISCLOSURE**

*South Carolina Law requires that every individual who applies for an occupational or professional license provide a social security number for use in the establishment, enforcement and collection of child support obligations and for reporting to certain databanks established by law. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Social security numbers may also be disclosed to other governmental regulatory agencies and for identification purposes to testing providers and organizations involved in professional regulation. Your social security number will not be released for any other purpose not provided for by law.*

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on the application may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services.

**AFFIDAVIT**

- 1) Our company has neither offered/provided nor will we provide any engineering and/or surveying services in the State of South Carolina prior to obtaining South Carolina corporate registration.
- 2) We have offered/provided engineering services in South Carolina under Temporary Permit COA No. \_\_\_\_\_ beginning on \_\_\_\_\_ (date) and ending on \_\_\_\_\_ (date).
- 3) We have offered and/or provided professional engineering and/or surveying services in the State of South Carolina as herein listed (attach statement if necessary): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

We understand that our company is not licensed at this time to offer or perform engineering and/or surveying work in South Carolina, and until such time as we are authorized by South Carolina State Board of Registration for Professional Engineers and Surveyors, any work would be a criminal violation of the South Carolina Code of Laws.

The undersigned, deposes and affirms that he/she has read, and that each person whose name is listed as responsible for the engineering and/or surveying practice in South Carolina has also read, and agrees to adhere to the statutes and regulations enacted by the State for the corporate practice of engineering and/or surveying in South Carolina. The aforementioned parties understand that information submitted on and in support of this application may be subject to public scrutiny or release under the South Carolina Freedom of Information Act or other provisions of federal and state law. Furthermore, the undersigned also affirms that all statements herein contained are true in substance and effect and are made in good faith.

- (a) For corporation, signature of Chief Executive Officer or person authorized as the responsible professional in charge.
- (b) For partnership, signature of Managing Partner.
- (c) For non-exempt proprietorship, signature of Owner.

\_\_\_\_\_  
Applicant Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature

Seal Required

\_\_\_\_\_  
Print Notary Name

\_\_\_\_\_  
Notary Public for

\_\_\_\_\_  
Commission Expiration Date

*[Note: If period of service extends beyond the expiration date of the Temporary COA, a regular Certificate of Authorization must be applied for and obtained prior to expiration of the temporary certificate. Allow a minimum of 8 weeks for Board Approval.]*