



The State of North Carolina

The North Carolina Board of Architecture
 127 W. Hargett Street Suite 304
 Raleigh, NC 27601
 Phone: 919.733.9544

<http://www.ncbarch.org>

2010

2010 Firm License Renewal Form License Registration

Firm Name: _____ Mailing Address: _____ _____ _____	Firm Phone Number: _____ Firm Email: _____ Firm Contact/Manager: _____ _____
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Please consider this notice that the listed firm license will expire on December 31, 2009. Above is the current information on file with the Board of Architecture; please make any necessary corrections. Complete all sections, including phone and email information, on this application and return with the renewal fee of \$100.00. Make check payable to "NCBA". Renewal fee is due by December 31, 2009. Late penalties: Additional \$50. Jan. 1 thru Jan. 31, 2010; \$100. February 1, 2010 and after. **If any section is left blank the form will be considered incomplete.** Please print all information clearly and use additional sheets if necessary when completing the this form. **WALL CERTIFICATES HAVE BEEN PHASED OUT. THE FIRM WILL NOT RECEIVE A WALL CERTIFICATE.** To confirm renewal or to a print the new wall certificate equivalent: go to the directory section of www.ncbarch.org, select firms, enter firm license registration number and then click on 'create a certificate'.

Section One - Qualifying Requirements (officers and directors or members).

If the firm is a PC, PA, Inc. - List officers and directors of the firm. At least one officer AND one director must hold a current NC license to practice architecture.

If the firm is a PLLC - List all members of the firm. At least one member must hold a current NC license to practice architecture.

Name	Officer/Title (Member)	Address	Profession	Home State & Registration #	North Carolina Registration #, if applicable

Section Two - Qualifying Requirements (shareholders or owners).

If the firm is a PC, PA, Inc. - List all of the firm shareholders. You must account for 100% of the stockownership. At least one shareholder must hold a current NC license to practice architecture.

If the firm is a PLLC. - List all owners and their percentage of ownership. You must account for 100% of the ownership. At least one owner must hold a current NC license to practice architecture.

Name	Address:	% of shares/ ownership	Profession	Home state & registration #	NC Registration Number, if applicable

Section 3 - Architect Employees

List all architects licensed in North Carolina who are employed by firm and who are not listed in sections one and two . **LIST ARCHITECTS ONLY**, no other staff members should be included.

Name	Address	Position	NC Registration #

Section 4 - FOR OUT OF STATE FIRMS ONLY

List architects in responsible charge of architectural work in North Carolina. You must have at least one architect, who is **CURRENTLY** licensed as an individual, in responsible charge of NC work.

Name	Address	Title	NC Registration Number

Section 5 - Contact Information

Contact Person _____
Phone Number _____
E-Mail _____
Fax _____

Section 6 - Branch Office Information - If, applicable.

NC Branch office address **if different** from mailing address.

Name of architect in NC branch office: _____ NC license number : _____
FIRM REGISTERED AGENT INFORMATION IS NOT APPLICABLE. DO NOT GIVE THE REGISTERED AGENT.
Please refer to rule 21 NCAC 02.0209 (7) for Branch Office .

Section 7 - Affidavit

Under penalties prescribed by law, I hereby affirm to the best of my knowledge and belief that the information contained in this form is true and complete.

Signature and Date
Signature must be that of CEO or person designated by corporate resolution as a responsible officer in charge.

To avoid late penalties please return completed application and \$100 renewal fee to
NCBA, 127 W. Hargett Street Suite 304 Raleigh, NC 27601
BY DECEMBER 31, 2009. After that date late fees will apply.

WALL CERTIFICATES HAVE BEEN PHASED OUT. See information on the front of this form to print equivalent.