



The North Carolina Board of Architecture
127 W. Hargett Street - Suite 304
Raleigh, NC 27601
919-733-9544 ncba@ncbarch.org www.ncbarch.org

2012 Firm License Renewal Form Firm License Registration Number _____
Firm Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone Number _____

Contact Person _____

- Please consider this notice that the listed firm license will expire on December 31, 2011.
- 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 it with the renewal fee of \$100.00. Make check payable to "NCBA".
- Renewal fee is due by December 31, 2011. Late penalties: Additional \$50. Jan. 1 thru Jan. 31, 2012; \$100. February 1, 2012 and after. **If any section on the front or back is left blank the form will be considered incomplete.** Please print all information clearly.
- To confirm renewal or to a print the new wall certificate equivalent: go to the licensee lookup section of www.ncbarch.org, select firms, enter firm license registration number and then click on 'create a certificate'.

The undersigned officer of this firm, an existing architectural entity, under the provisions of North Carolina General Statutes 55, 55B or 57C, hereby applies for renewal of its certificate of license registration. In support of this application for renewal, **the undersigned certifies that:**

1. Ownership of the shares of stock or membership of said firm is as required by the rules and laws of the State of North Carolina (found at www.ncbarch.org)
2. Any officers, directors, shareholders or members and professional employees, who are practicing architecture for said firm in the State of North Carolina, are duly licensed to practice architecture in this State. At least one officer, director, and shareholder or member/owner is licensed in North Carolina. (Licensed landscape architects, engineers and land surveyors in the firm should be listed for record purposes, although these professional are not within the jurisdiction of this Board.)
3. All non-licensed shareholding employees or members of the firm are as listed on the reverse side and are a part of this certificate. It is understood that non-licensed individuals may own no more than one-third of the total stock (or ownership if a PLLC.) Non-licensed individual means someone who does not hold a professional license in any State, for example – clerical, draftsmen, spouse, etc.
4. No disciplinary action is pending against any of the North Carolina licensees. If so, please attach explanation.
5. The said firm is being operated in compliance with the provisions of North Carolina General Statutes 55B or 57C (for PLLC), 83A and Title 21 Chapter 2 of the North Carolina Administrative Code.
6. The Board of Architecture shall be promptly notified of any change in personnel status contained on the reverse of this certificate, firm address changes and individual licensee contact information changes.

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

Title

Printed Name

Signature must be that of the CEO or person designated by firm resolution as a responsible officer in charge.

PLEASE COMPLETE THE REVERSE SIDE

