

North Carolina Board of Architecture & Registered Interior Designers
434 Fayetteville Street Suite 2005
Raleigh, NC 27601
984-328-1161
ncba@ncbarch.org

The purpose of this guidance is to help the regulated public comply with the Board's laws and rules. Please be advised that the guidance below is subject to change. If you disagree with the guidance, you may have the right to request a declaratory ruling from, or hearing before, the Board pursuant to Chapter 150B of the N.C. General Statutes. Moreover, an occupational licensing board does not have the authority to order an unlicensed person or entity to discontinue its practices. Only a court may determine whether an unlicensed person or entity has violated or is violating any law and, if appropriate, impose a remedy or penalty for the violation.

PSC Standard Consent Order Civil Penalty Guidelines

Standard Corporate Consent

Firm applied for license or registration but did not complete process:

- Minimum of \$2,500 per project Civil Penalty if offered/rendered services prior to obtaining license or registration. Maximum total penalty of \$20,000.

Firm offered/rendered services after license or registration had expired.

- Minimum of \$2,500 Civil Penalty if offered/rendered services after license or registration expired.
- Back renewal/late fees.

Standard Individual Consent

Individual submitted an application for licensure by reciprocity with NCARB but has not completed the process:

- Minimum \$500 per project Civil Penalty if offered/rendered services prior to obtaining license. Maximum total penalty of \$4,000.

Individual offered services with an expired license:

- Minimum of \$500 Civil Penalty if offered/rendered services after the license expired.
- Back renewal/late fees

Individual submitted an application for registration using NCIDQ but has not completed the process:

- Minimum \$500 per project Civil Penalty if offered/rendered services prior to obtaining registration. Maximum total penalty of \$4,000.

Costs associated with administration of the case will be recouped. In addition to the minimum actions listed above, the Board reserves the right to propose a Consent Order that includes additional relevant disciplinary actions such as community service, notification of clients or code officials of the non-licensed practice of architecture or registered interior design or other actions as allowable by law.

Individuals and firms that have failed to renew and continued to practice more than once will be required to appear before the Board for a formal interview.

It is important to know that the Board does not keep the Civil Penalties that it collects. Per the North Carolina Laws, all Civil Penalties collected by occupational licensing boards go to the school system within the county of the infraction.

The purpose of this guidance is to help the regulated public comply with the Board's laws and rules. Please be advised that the guidance below is subject to change. If you disagree with the guidance, you may have the right to request a declaratory ruling from, or hearing before, the Board pursuant to Chapter 150B of the N.C. General Statutes. Moreover, an occupational licensing board does not have the authority to order an unlicensed person or entity to discontinue its practices. Only a court may determine whether an unlicensed person or entity has violated or is violating any law and, if appropriate, impose a remedy or penalty for the violation.

Adopted on October 13, 2017

Revised September 13, 2023