



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>

2009

2009 Firm License Renewal Form

License Registration

Firm Name: _____
 Mailing Address: _____

Firm Phone Number: _____
 Firm Email: _____
 Firm Contact/Manager: _____

Please consider this notice that the listed firm license will expire on December 31, 2008. 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, 2008. Late penalties: Additional \$50. Jan. 1 thru Jan. 31, 2009; \$100. February 1, 2009 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 architect(s) 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.

FIRM REGISTERED AGENT INFORMATION IS NOT APPLICABLE. DO NOT GIVE THE REGISTERED AGENT.

NC Branch office address if different from mailing address.

Name of architect in NC branch office: _____ NC license number : _____

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 authorized by corporate resolution to designate the responsible office 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, 2008.
After that date late fees will apply.**