



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

Application for Firm Licensure Fee \$100.00

Please select one of the following and include the indicated documents:

- ___ Form a new North Carolina Professional Corporation to practice architecture (P.C., P.A., Inc.). Attach proposed articles of incorporation. Note that at least one incorporator must be a North Carolina licensed architect.
- ___ Form a new North Carolina Professional Limited Liability Company to practice architecture (P.L.L.C.) Attach proposed articles of organization. Note that at least one organizer must be a North Carolina licensed architect.
- ___ Obtain a firm license for an out of state architectural corporation (P.C., P.A. Inc.) Attach articles of incorporation as filed in the firm's State of incorporation.
- ___ Obtain a firm license for an out of state architectural company (L.L.C., P.L.L.C.) Attach articles of organization as filed in the firm's State of organization.

General Instructions

Complete and return this form to the Firm Compliance Administrator for the NC Board of Architecture and Registered Interior Designers at the above address.

The application fee is \$100 the check should be made payable to NCBA/RID. No refunds.

The Firm Compliance Administrator will issue and return to you the Board's Certificate for Filing which must be sent with your Articles of Incorporation and filed with the North Carolina Secretary of State, Corporations Division. Do not file with the Secretary of State until you have the Certificate for Filing from the Board. The Certificate for Filing as issued by the Board and the Certificate of Authority as issued by the Secretary of State are necessary documents that lead to firm licensure, they do not permit a firm to offer or render architectural services.

ALL CORRESPONDENCE FROM THE BOARD WILL BE SENT VIA E-MAIL.

For out of state LLC or PLLC - The firm name must contain the word "Professional LLC or PLLC or P.L.L.C. If the firm name as used in its home State does not have a professional designation you must use a "doing business as" (d/b/a) name. For example, Doe Architecture, LLC d/b/a Doe Architecture, PLLC.

Name of Firm _____
Contact Person _____
Address _____
City _____ State _____ Zip Code _____
Firm Email _____
Firm Phone Number _____

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Page Two Firm Application

Section A - For Professional Corporations indicate all officers, directors and shareholders. For Professional Limited Liability Companies indicate all members and owners. Percentage of stock or ownership should equal 100%. Indicate architect's position – at least one member and owner (PLLC) or officer, director and shareholder (PC) must be a NC licensee.

Name	Profession (Architect or Engineer, etc.)	Home State and License Number	North Carolina License Number	Officer or Member	Director Position	Shareholder or Owner	Percentage of stock owned, or membership held

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Section B Non-licensed shareholder or member employees. Total of this section may not exceed 33.3%. (Use additional sheets, if necessary.)

Name	Position / Profession	Percentage of shares owned, or membership held.

I certify that the information contained in this application is true and correct to the best of my knowledge and belief. If forming a new North Carolina entity, the undersigned must be an incorporator.

Signature

Printed Name

Date