North Carolina Board of Architecture & Registered Interior Designers
434 Fayetteville Street Suite 2005
Raleigh, NC 27601

2027 Architecture Firm License Renewal Form

Firm Name_____Firm License Number_____

Address_____

City _____ State _____ Zip _____

Phone Number _____Email _____Contact Person _____

- This form must be reviewed and certified by the firm CEO or other designated individual.
- ***It is highly recommended that you check individual license status prior to certifying this document.*** To do so, go to the resources section of www.ncbarch.org, select Architect Search, select Licensees, enter your name or individual license registration number and then click on 'create a certificate'. The individual's license should be ACTIVE to accurately certify the sections below.
- Return the signed form to the Board at the address above with the renewal fee of $125.00. Make check payable to "NCBA/RID".
- Renewal fee is due by December 31, 2026. Late fee: Additional $55 due January 1-31, 2027; additional $100 due February 1, 2027 and after.
- To confirm renewal or to print the new wall certificate equivalent: go to the resources section of www.ncbarch.org, select Architect Search, select firms, enter firm license number and then click on 'create a certificate'.

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

____(Initials) I certify that the ownership of the shares of stock or membership of said firm is in compliance with the rules and laws of the State of North Carolina (found at www.ncbarch.org)

____(Initials) 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. 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. (***It is recommended that you check individual license status prior to certifying this section, see above.***)

____(Initials) No disciplinary action is pending against the firm or any of the North Carolina licensees. If so, please attach explanation.

____(Initials) The said firm is being operated in compliance with the provisions of North Carolina General Statutes 55B or 57D (for PLLC), 83A and Title 21 Chapter 2 of the North Carolina Administrative Code.

_____(Initials) The Board of Architecture & Registered Interior Designers shall be promptly notified of any change in personnel status, contact information or ownership.

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.

Important Note to Firms –

If the firm offers both architectural and registered interior design services, you must renew each service separately.

The Board is no longer collecting ownership information on the firm renewal form. As set forth in 21 NCAC 02 .0214 Firm Practice of Architecture – The Board may audit the compliance of firm registrations and require proof in the form of corporate records maintained pursuant to NCGS §55B or §57D. You will be notified separately if the firm is audited. Questions regarding firm renewal should be directed to Tyler Barrick at tyler@ncbarch.org