



South Carolina Department of Labor, Licensing and Regulation  
South Carolina Board of Landscape Architectural Examiners

110 Centerview Dr. • Columbia • SC • 29210

P.O. Box 11419 • Columbia • SC 29211-1419

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[www.llronline.com/POL/LandscapeArchitect/](http://www.llronline.com/POL/LandscapeArchitect/)



**CERTIFICATE OF AUTHORIZATION (COA) 2017 - 2019 LATE RENEWAL FORM**

**LATE PENALTIES:** If the renewal is postmarked between February 1, 2017 – March 31, 2017, fee is \$420.

Please clearly print all information. Renewals will be returned if the required information is not provided. If there is a change in the Landscape Architect in Responsible Charge of landscape architectural work in South Carolina, his/her in South Carolina license must be current and in good standing. (See complete instructions on next page)

**1. FIRM INFORMATION:**

**Certificate of Authorization No.** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address (street):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**2. LANDSCAPE ARCHITECT IN RESPONSIBLE CHARGE OF ARCHITECTURAL WORK IN SOUTH CAROLINA**

(PLEASE LIST ONLY ONE LANDSCAPE ARCHITECT WHO IS CURRENTLY LICENSED IN SOUTH CAROLINA)

**Name:** \_\_\_\_\_ **SC License Number:** \_\_\_\_\_

**3. RENEWAL QUESTIONS:**

Since February 1, 2015,

1. Has any state taken disciplinary action against your firm's license?  YES  NO
2. Has your firm surrendered or allowed a professional or occupational registration/license to lapse in any jurisdiction due to any pending or threatened disciplinary action?  YES  NO
3. Has your firm been found by a court or a registration board to have violated the landscape architectural laws or the professional/occupational laws of any jurisdiction?  YES  NO
4. Has your firm entered into any negotiated settlement with regard to professional/occupational registration laws?  YES  NO
5. Since January 31, 2017, has your firm provided landscape architectural services in South Carolina? (if yes, please provide a list of projects and dates services were provided)  YES  NO

**(IF YOUR ANSWER TO ANY OF THE ABOVE RENEWAL QUESTIONS IS YES, PLEASE EXPLAIN ON A SUPPLEMENTAL SHEET.)**

I, \_\_\_\_\_, (print name) certify that all information on this form and any attached sheets is true and correct to the best of my knowledge. Further, I understand that information contained on this renewal form and any attached sheets may be subject to public scrutiny or release under the South Carolina Freedom of Information Act or other provisions of federal and state law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*South Carolina Law requires the agency collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file, may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act, and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical services. In order to better protect the information you provide, please provide the Department with the following information that may be released to the public upon request: a public mailing address, a public email address and a public telephone number.*

## RENEWAL INSTRUCTIONS:

1. Please clearly print all information.
2. Clearly print the name and SC license number of the landscape architect in responsible charge of the firm's landscape architectural work in South Carolina. If the currently designated landscape architect's license has expired, please renew that license prior to renewing the firm's license OR designate another SC-licensed landscape architect. Corporate renewals cannot be processed until the license of the designated landscape architect is current.
3. Answer all renewal questions. All "yes" answers to Renewal Questions must be explained on supplemental sheets.
4. **Company name change** (not a company structure change), Please provide the firm's previous name and the current name.
5. **Structure changes** (e.g., change from partnership to a corporation): Please contact [Contact.LSA@llr.sc.gov](mailto:Contact.LSA@llr.sc.gov) and provide the company name, license number and new structure. A licensure application for the new firm will be e-mailed to you.
6. Print name, sign and date the form verifying that all current information has been provided. Unsigned and/or incomplete renewal forms will be returned.
7. Include your company license number on your check and make check payable to LLR- Landscape Architectural Board.
8. Return renewal form to LLR- - Landscape Architectural Board, 110 Centerview Drive (29210), or PO Box 11419, Columbia, SC 29211-1419.
9. **If you do not wish to renew the firm's license**, please email the Board at [Contact.LSA@llr.sc.gov](mailto:Contact.LSA@llr.sc.gov) , including a statement to that effect along with the company name and license number. If circumstances change and the firm later wishes to reactivate the license, you may do so until March 31, 2017, by paying late fees as follows:

Renewal forms postmarked February 1, 2017 – March 31, 2017, total fee is \$420.

After March 31, 2017, firms must apply for a new Certificate of Authorization and be approved by the Board.