



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

Phone: 803-896-4580 • Contact.LSA@llr.sc.gov • Fax: 803-704-6772

www.llr.sc.gov/land

APPLICATION FOR CERTIFICATE OF AUTHORIZATION (COA)

Include with your application:

- Check or money order only, in the amount of \$200 made payable to LLR – Landscape Architect Board. Fee is non-refundable. NO CASH IS ACCEPTED. A return check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.
- For Corporations, Limited Partnerships, PC, LLC, or LLP, documentary proof of the applicant’s registration with the SC Secretary of State’s office. For additional information on filing with the SC Secretary of State, contact that office at (803) 734-2158 or at <https://sos.sc.gov/online-filings>.

FIRM INFORMATION

Tax ID No.: _____

Firm Legal Name: _____

Physical Business Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____
(If different than above)

Phone No.: _____ Fax No.: _____

Email (required): _____

Responsible SC Landscape Architect for above location: _____

Responsible SC Landscape Architect’s License No.: _____

State of Original Incorporation/Organization: _____ Date: _____

RESPONSIBLE LANDSCAPE ARCHITECT CERTIFICATION STATEMENT

I attest that I am a full time officer, principal owner or employee of this company in full authority and responsible charge of the firm’s landscape architectural services at the location listed above.

Signature of Responsible SC Landscape Architect

Print Name of Responsible SC Landscape Architect

SC License Number

Date

Responsible landscape architect is a principal owner officer employee of the applicant firm.

MISCELLANEOUS INFORMATION

Answer all questions below. You are required to include a written statement and copy of the appropriate Board order for disciplinary issues.

- 1. Has any jurisdiction taken disciplinary action against the applicant firm’s license? Yes No
- 2. Has the applicant 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 the applicant firm been found by a court or registration board to have violated the landscape architectural laws or the professional/occupational laws of any jurisdiction? (If yes, provide dates and details including results of any appeals, if not previously provided to this board.) Yes No
- 4. Has the applicant firm or a predecessor entity offered landscape architectural services under any other business name? (If Yes, please provide the information below.) Yes No

Former Business Name: _____

Former Certificate of Authorization No.: _____

ATTESTATION

The undersigned authorized representative of the applicant has carefully read the questions in the foregoing application and have answered them completely, without reservations of any kind, and declares under penalties of perjury that all statements made herein are true and correct. Should any false or incomplete information be provided in this application, such act shall constitute the cause for denial or revocation of the firm’s Certificate of Authorization.

Representative’s Signature: _____ Date: _____

Print Representative Name: _____

Print Representative's Title with Firm: _____

PRIVACY NOTICE

Other personal information collected by the Department for the licensing boards it administers is limited to such personal information as is necessary to fulfill a legitimate public purpose. 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 the application 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.