

SOUTH CAROLINA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS

Instructions for completing application packet for Temporary Permit for Certificate of Authorization

Notice to Applicants: Applications will be returned if not completed in accordance with the instructions listed below. All information must be clear and legible. Applications should be typed; if handwritten, they should be printed neatly in black ink.

Fees: The required fee (\$150.00) must accompany this application. All application fees are non-refundable. ATTENTION CHECK WRITERS! We gladly accept your checks. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid.

Section 1. Information on Organization.

Check all that apply to this organization.

Section 2. General Information.

Provide complete business name, address, telephone, fax, Tax ID Number and e-mail. Application cannot be processed without Tax ID Number. Also check whether this is a main office or a branch office.

Section 3. Services Furnished.

Check all services offered.

Section 4. Identify Engineer in Charge.

Identify the person with responsibility for the work to be performed in South Carolina. List his/her name and SC registration number. If not registered in SC yet, leave blank.

Section 5. Miscellaneous Information.

The applicant must answer all questions.

Section 6. Information Concerning Project.

Furnish name and complete address of the project. Identify whether you are prime or consultant to the project and furnish name of prime professional firm if known. Furnish brief description of project and scope of professional services to be provided as well as the duration of the project.

Section 7. Affidavit.

Answer all questions. The applicant must indicate whether or not engineering services related to the project have commenced prior to issuance of the Temporary Permit COA. If services have commenced, a complete description of the work done must be furnished. Applicant must execute, sign and have this section notarized by a Notary Public after reading all information.