

**21 NCAC 56 .0804 ANNUAL RENEWAL AND 30-DAY REPORTING OF VIOLATIONS AND
CHANGE OF ADDRESS**

- (a) **Renewal.** The certificate of licensure for a business shall be renewed annually.
- (b) **Expiration.** The certificate of licensure expires on the last day of June following its issuance by the Board and becomes invalid on that date unless renewed.
- (c) **Application.** A business may renew their license through an online portal on the Board's website beginning on the first day of June. During the renewal process, the business shall provide the information listed in paragraph (d) of this Rule, report any criminal convictions or disciplinary actions described in paragraph (d) of this Rule, and pay a renewal fee of seventy-five dollars (\$75.00). The Board shall renew the certificate of licensure, provided that the business has complied with all rules of the Board and G.S. 55B, the Professional Corporation Act.
- (d) **Reporting.** The business shall give notice to the Board on a change form within 30 days of any change of:
- (1) business address and branch locations;
 - (2) resident professional or licensee in responsible charge;
 - (3) business name;
 - (4) officers, directors, or owners; or
 - (5) the services being offered.

The business shall give notice to the Board of any criminal convictions within 30 days of the conviction. The business shall give notice to the Board of any disciplinary actions received in any jurisdiction on any engineering or surveying firm license resulting in a restriction on the business' practice within 30 days of the disciplinary action. A disciplinary action which restricts a business' practice includes revocation, suspension, denial of licensure, refusal to renew, refusal to reinstate, put on probation, restriction of practice area, or a voluntary permanent surrender of a license.

(e) If a business fails to renew its certificate of licensure within one year of the expiration date, the business shall submit a new application for a new certificate of licensure in accordance with all requirements of 21 NCAC 56 .0802.

(f) If any business that holds a current certificate of licensure ceases business because the professional licensee receives a waiver from paying the individual renewal fee under 21 NCAC 56 .0506 or 21 NCAC 56 .0607, the annual renewal fee for the business shall be waived for the same time period.

*History Note: Authority G.S. 55B-11; 57D-2-01; 89C-10; 89C-14; 89C-17; 89C-24;
Eff. February 1, 1976;
Readopted Eff. September 29, 1977;
Amended Eff. August 1, 2011; July 1, 2010; July 1, 2009; December 4, 2002; April 1, 2001;
February 1, 1996; May 1, 1994;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27, 2019;
Amended Eff. December 1, 2025; July 1, 2020.*