



NORTH CAROLINA BOARD OF LANDSCAPE ARCHITECTS

P.O. Box 41225 • Raleigh, NC 27629-1225 • Phone: (919) 850-9008 • Email: contact@ncbola.org

**Application to Change Business Name, Qualified Licensee Name for a Licensed
NC Landscape Architecture Firm**

Changing the Firm Name of a Licensed Corporation/PLLC: Before the name of the firm is changed with the NC Secretary of State’s Office, NCBLA must approve the name change. Please submit a copy of the appropriate documentation from the NC SOS with this application. A newly formed company must make application for a corporate license and must meet the requirements of NC GS§55B.

Changing the Licensed Landscape Architect in Charge: You may change the Licensee for your firm as long as the person is a properly NC licensed landscape architect and is a full time employee of the firm. The licensee must meet the requirements of NC GS§55B. Documentation must be submitted with this form to certify that the licensee meets those requirements, including the shareholder requirement.

Reporting Changes to Corporate Structure/Management or Changes to Shares/Interest Issued:

Professional Corporations: If your company has made changes to its corporate structure, please submit an updated list of officers and directors. If there have been changes to shares held, please submit a list of shareholders, including percentage of shares held by each individual. Include with each list any professional licenses held by each individual.

PLLCs: If your company has made changes to its management, please submit an updated list of members and managers. If there have been changes in interest held, please submit a list of interest holders, including percentage of interest held by each individual. Include with each list any professional licenses held by each individual.

NOTE: Two-thirds of shares/interest must be held by licensed professionals, in accordance with NCGS§55B-6 and NCGS§57D-2-02.

Ordering a Wall Certificate and/or Pocket License Card: You may order a new wall certificate only if your corporate certificate is in good standing and is properly renewed for the current license year. Submit \$25 for each wall certificate. Make checks payable to the NCBLA and enclose with this form. An updated license card will be mailed upon receipt of this form.

CHECK THOSE THAT APPLY:

- Company name change Change in corporate structure/management Company address change
- Change in shares/interest Change of landscape architect in charge Wall Certificate

FIRM NAME (As it currently appears on NCBLA records)		CORPORATE LICENSE #	
NEW FIRM NAME (Attach appropriate documents from NC Secretary of State if applicable)			
CONTACT PERSON (to be used for correspondence to firm, include phone number & email address)			
MAILING ADDRESS (number/street or P.O. Box, city, state zip code)			
BUSINESS PHONE		FIRM EMAIL ADDRESS	
PREVIOUS LANDSCAPE ARCHITECT IN CHARGE	LICENSE #	NEW LANDSCAPE ARCHITECT IN CHARGE	LICENSE #

I certify under penalty of perjury under the laws of the State of North Carolina that all statements, answers and representations in this application are true and correct and that I have reviewed the entire contents of this application.

Signature of Owner, Partner or Officer _____