

KY Board of Licensure for Engineers and Land Surveyors

Application for Business Entity Permit

General Instructions

- In addition to the Business Entity permit from our office, you may also need to register with the the Kentucky Secretary of State in order to do business in Kentucky.
- A business entity must have a permit in order to engage in the practice of engineering and/or land surveying in this state. The permit will be valid until the following December 31 at which time the permit must be renewed. A renewal notice will be mailed prior to December 31. Permits are renewed annually. If your renewal is received after December 31, you must pay a penalty equal to ten percent of the renewal fee for each month, or fractional month, that payment of the renewal is delayed.
- Any permit holder who fails to renew within one year after expiration must apply for Reinstatement by checking the appropriate box on the application form.
- Practicing engineering and/or land surveying without this permit is a violation of state law.
- Separate permits are required for engineering and land surveying. You may apply for both permits on the same application. You must have a responsible charge for both professions.
- You are required to obtain a business entity permit if you practice as a corporation, partnership, limited liability company, professional limited liability company, etc. The only exemption from the business entity permit requirement is a sole proprietor practicing in the name listed on his or her individual license.
- A business entity must have a Kentucky licensed Professional Engineer (Professional Land Surveyor) on staff who will be in responsible charge of the engineering (land surveying) services provided in the Commonwealth of Kentucky. If more than one place of business is maintained in Kentucky, a different Kentucky licensed Professional Engineer (Professional Land Surveyor) must be in responsible charge of the engineering (land surveying) work for each office and be located at that facility. A licensee who renders occasional, part-time or consulting services to or for a business entity shall not be in responsible charge.
- A business entity must notify the board in writing within thirty days of any changes in the information contained in the application.
- Per KRS 131.1817, our Board provides information on licensees and permit holders to the Kentucky Department of Revenue for the purpose of tax compliance. If you have questions regarding tax issues, please contact them at <http://revenue.ky.gov/>

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Application Date: _____

New Permit Application

- Permit to practice Engineering (\$100)
- Permit to practice Land Surveying (\$100)
- Permit to practice both Engineering & Land Surveying (\$150)

Application for Reinstatement

- Reinstatement of permit to practice Engineering (\$500)
- Reinstatement of permit to practice Land Surveying (\$500)
- Reinstatement of permit to practice both Engineering & Land Surveying (\$1,000)

Previous Engineering Permit #: _____

Previous Surveying Permit #: _____

1. Address and Business Information

Name of Business: _____

Address of Principal Place of Business:

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip code: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Name and License Number of Kentucky Licensee in Responsible Charge:

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2. For each Kentucky Branch Office, list the address, phone number, and the name and license number of the Kentucky licensee in responsible charge of that office.

3. Legal Business Structure

- Corporation
- Partnership
- Limited liability company (LLC)
- Professional limited liability company (PLLC)
- Sole proprietorship
- Other (please describe): _____

4. List below all principals, directors, and officers of the business entity:

Name	Title	Address	PE Number	PLS Number	State

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5. List the name and license number of each employee in responsible charge of the business entity's practice of engineering and/or land surveying in Kentucky and not previously listed under questions 1, 2, or 4.

6. Has the business entity or any principal, officer, or employee in responsible charge been subject to a disciplinary action* by a professional licensing jurisdiction? If 'Yes' explain:

*Note: The term 'disciplinary action' means any final written decision or settlement taken against an individual or firm by a licensing board based upon a violation of the board's laws or rules. Disciplinary actions include, but are not limited to, reprimands, administrative fines, the board's refusal to issue, restore, or renew a license or permit (Certificate of Authority), Settlement Agreement or Consent Orders, probation, suspension, revocation, or any combination of these.

Signature of officer or owner, Title, Date

Return completed application form to: Wanda.Jordan@ky.gov

Affidavit and Signature

I do solemnly swear or affirm that I understand the instructions and terms of this application, and that this application is true, correct, and complete to the best of my knowledge.