



FBPE

**FLORIDA BOARD OF
PROFESSIONAL ENGINEERS**

2639 North Monroe Street, Suite B-112
Tallahassee, Florida 32303

Application for Certificate of Authorization

READ AND FOLLOW ALL OF THESE INSTRUCTIONS

You must comply with the requirements for licensure.

These instructions are not intended to remove, modify or amend the requirements.

ALL INFORMATION MUST BE TYPED. Handwritten applications WILL BE RETURNED along with your payment. This will delay processing and may result in missing deadlines.

- Review of Chapter 471, Florida Statutes and Chapter 61G15, Florida Administrative Code to become familiar with the responsibilities applicable under the law when offering engineering services to the public.
- Each registered engineer in your firm should also be acquainted with Chapter 471, F.S. and 61G15, F.A.C.
- The name of a corporation or partnership, if otherwise authorized, may include the name or names of one or more deceased or retired members of the firm, or of a predecessor firm in a continuing line of succession. An engineering firm may not offer services to the public under a firm name which contains only the name of an individual not licensed as a professional engineer, registered architect, landscape architect, land surveyor or professional geologist, in any state (Rule 61G15-19.001(3), F.A.C.)
- A check, money order, or cashier's check payable to the Florida Board of Professional Engineers for appropriate fee must accompany the completed application. Please refer to **Attachment A** for a fee schedule.
- Corporations, Limited Liability Companies, Professional Liability Companies, and other forms of business organizations must provide the document number as proof of existence and proper registration status with the Secretary of State, State of Florida. Questions pertaining to corporate registration should be directed to the Secretary of State, Division of Corporations, at (850)-245-6000.
- If you are operating as an individual under a fictitious name, you must list the document or registration number as proof of having registered with the Florida Secretary of State. Questions pertaining to registration should be directed to the Division of Corporations at(850)-245-6000.
- If your business is a partnership, attach a copy of your Partnership Agreement.
- If the PE named as a principal officer is not named as the President, Vice President, Secretary or Treasurer of the Corporation, or Limited Liability Company (LLC), then the application must be accompanied by documentation from the entity's charter or bylaws which provides the title of the officer and that the PE named as such officer is empowered to bind the corporation or LLC in all of its activities which fall within the definition of the practice of engineering as that term is defined in Section 471.005(7), F.S.
- If you offer land surveying services, a separate Certificate of Authorization is required. The application form may be obtained by writing the Board of Professional Surveyors and Mappers, 2005 Apalachee Parkway, Tallahassee, Florida 32399.
- A change in the qualifying engineer of record or the name of the company requires an amended Certificate of Authorization application to be filed within one (1) month of the change (Section 471.023 (4), F.S.).
- Applications will be reviewed for completion within thirty (30) days of receipt. Once the application is deemed complete, it will be forwarded to the Executive Director for review. The application will be approved or denied within 90 days of the file being deemed complete.

5. Please list the name, address and telephone number of the registered agent.

| Name | Address | Telephone No. |
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6. This application must be signed by the qualifying engineer in order to process your Certificate of Authorization application.

As the principal officer of this business organization, I understand that I remain personally liable for negligence, misconduct or wrongful acts which I may commit. In addition, I will be responsible for all such negligent acts, wrongful acts, or misconduct committed by any person under my direct supervision or control, while rendering professional services on behalf of the business organization. Except as provided in s, 558.0035, F.S., the fact that a licensed engineer practices through a business organization does not relieve the licensee from personal liability for negligence, misconduct, or wrongful acts committed by him or her.

Signature and License # of Professional Engineer acting on behalf of business

By providing your current Florida PE Seal, you acknowledge that you have signed this application and consent to acting on behalf of the above referenced business.



FLORIDA P.E. SEAL



SCHEDULE OF FEES

Pursuant to Rule 61G15-24.001, Florida Administrative Code, the following fees relating to Certificates of Authorization are established. Please refer to the Rule for further information.

- Application for a new Certificate of Authorization: \$230.00 (\$125 application fee plus \$100 initial fee plus \$5 unlicensed activity fee*)
- Temporary Certificate of Authorization: \$180.00 (\$125 application fee plus \$50 temporary certificate fee plus \$5 unlicensed activity fee*)
- Change of Company Name: \$125.00 (\$125 application fee)
- Change of Qualifying Engineer: \$125.00 (\$125 application fee)

* Please note that the Unlicensed Activity Fee is collected by the Department of Business and Professional Regulation pursuant to Section 455.2281, F.S., and is not a fee imposed or collected by the Board of Professional Engineers.

Note that fees for new Certificates of Authorization include both an application fee (non-refundable) and a refundable certificate (license) fee. If an application is withdrawn or denied , the certificate (license) fee may be refunded upon request.