



**Corporate License Renewal Application**  
**August 1, 2024 – July 31, 2025**  
**North Carolina Landscape Contractors' Licensing Board**  
 PO Box 20875, Raleigh, NC 27619  
 T: 919-266-8070 / F: 919-782-9470 / [landscape.licensing@nclclb.com](mailto:landscape.licensing@nclclb.com)

**2024/2025**  
CR02

**It's easy to renew using the NCLCLB Licensee Web Portal:**

1. Go to [www.nclclb.com](http://www.nclclb.com). Select "Licensing", then "Corporate License Renewal". Click "Portal Login - Renew Here".
2. Login with your unique user ID and password, which have been mailed and emailed to you.

**Or, to renew by mail:**

1. Fully complete this form, **sign and date**. Incomplete applications will not be processed.
2. Attach copy of latest annual report filed with NC Secretary of State. See pg. 2 for instructions.
3. Mail this form (2 pages) and fee to: **NCLCLB, PO Box 20875, Raleigh, NC 27619**. Keep a copy for your records. Corporate renewals may be included in same envelope with Individual renewals.

Corporate License Number:	
Business Name: (must read exactly as is registered with NC Sec. of State or County Register of Deeds)	Type of Business Entity: (Bus corp, LLC, LLP, partnership, etc.)
Assumed trade name or DBA: (if applicable)	
Individual Licensee Qualifier: (Licensed landscape contractor connected to business entity)	Qualifier License #:
Mailing Address:	
Mailing City/State/Zip:	County:
Physical Address:	
Physical City/State/Zip:	County:
Email:	Website:
Business Phone:	Cell Phone:

**REQUIRED VERIFICATION (you must check a box):** On behalf of the applicant/licensee, I certify that I have read and understand the "public notice statement" maintained by the N.C. Industrial Commission, Employee Classification Section on their website. Further, the applicant/licensee has  /has not  been investigated for employee misclassification within the past twelve (12) months.

**Signature of Applicant:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IMPORTANT: You must check a box above and sign this form. Incomplete forms will not be processed by law.**

<b>Payment Amount: \$100.00 (non-refundable).</b> <b>If postmarked after 8/1/2024: \$225.00</b> (\$100 Reinstatement, \$100 License Fee, \$25.00 Late Fee) _____ Enclosed is check payable to NCLCLB. _____ Charge my credit card. Visa, MasterCard and AMEX accepted.		<b>For Office Use</b> Postmark _____ Received _____ Fee/Pd _____ Ck # _____ Entered _____
_____ Name on Card	_____ Credit Card Number	
_____ Card Mailing Address	_____ Expiration Date	
_____ Cardholder Signature	_____ CVV code 3 digit number on back of card. 4 Digit on front of AMEX.	



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**List all names and addresses of officers of the business entity.**

Name	Address/City/State/Zip if different from primary business	NCLC License #

**List all names and addresses of licensed landscape contractors employed by the business entity and who will be the endorsed contractors for the business.**

Name	Address/City/State/Zip if different from primary business	NCLC License #

**List all locations/branches of the business and name of the licensed landscape contractor responsible for the location.**

Contractor Name	Location Address/City/State/Zip	NCLC License #

**IMPORTANT: Did you sign this application and check a box for “Required Verification” on page 1? Incomplete forms will not be processed by law.**

**Instructions for Attaching Annual Report:**

A copy of the business annual report can be printed by going to <https://www.sosnc.gov/search/index/corp> and then searching by corporate name. If the business entity is newly registered and an annual report has not been filed, attach the Articles of Organization. This requirement applies to business corporations, limited liability companies (LLCs) and other business entities required to register with the NC Secretary of State. Annual reports are not required for partnerships and sole proprietorships that are registered with the County Register of Deeds.

**Corporate License Requirement (see G.S.89D-17 for full statute)**

License may be issued in the name of a corporation, limited liability company, partnership, or business with an assumed or designated trade name if one or more officers, managers (as defined in G.S. 57D-1-03), executives, general partners, owners or full-time employees, empowered to act for the corporation, limited liability company, partnership, or business with an assumed or designated trade name, are individuals licensed under the NC General Statute § 89D, and are readily available to exercise supervision over the work performed pursuant to an executed contract for landscape construction or contracting in the name of the business.