



Ohio Administrative Code Rule 4733-39-04 Annual renewal filing.

Effective: July 27, 2022

(A) Under provisions of section 4733.16 of the Revised Code, each firm, partnership, association, limited liability company or corporation holding a "Certificate of Authorization" shall biennially file no later than June thirtieth with the board on forms provided by this board, the name and address of each owner and the name and address of all persons designated as being in responsible charge of the professional engineering and/or professional surveying activities and decisions, who must be registered in Ohio as appropriate.

(B) The state board of registration for professional engineers and surveyors may issue a temporary certificate of authorization for a firm that has filed an application with the board and has paid the required fee. The temporary certificate of authorization shall continue only for the time the board requires for consideration of the certificate of authorization application, provided the firm is legally qualified to offer and provide engineering or surveying services in Ohio.

(C) If there is any change in any of the above between intervals of filing, the change will be filed with the board by notarized letter within ninety days of the change.

(D) If all the requirements of this rule are met, this board shall issue a renewal "Certificate of Authorization" to the firm, partnership association or corporation for the ensuing renewal period upon application and payment of the appropriate fee.

(E) The biennial renewal of the "Certificate of Authorization" will be issued by the board within thirty days after the approval of the renewal application.

(F) The "Certificate of Authorization" for all firms, partnerships, associations, limited liability companies or corporations whose biennial renewal filing is not received by the close of business on June thirtieth will expire and be invalid. The "Certificate of Authorization" for all firms, partnerships, associations, limited liability companies or corporations which have expired may be renewed within twelve months of the expiration date. The delinquent fee established by rule 4733-



39-06 of the Administrative Code, which shall be fifty per cent greater than the renewal fee, must be paid to the board. The requirements of paragraph (A) of this rule must also be met. If a "Certificate of Authorization" is not renewed within twelve months from the expiration date, the said firm, partnership, association, limited liability company or corporation must make application for a new "Certificate of Authorization" in accordance with the requirements of rule 4733-39-03 of the Administrative Code and pay the appropriate fee.