

Firm Affidavit of Responsibility

A separate certified Firm Affidavit of Responsibility is required for each full-time professional engineer and/or professional surveyor designated in responsible charge. Full-time employee(s) must be registered as an active P.E. and/or P.S. in Ohio and a partner, manager, member, officer, or director of the company. Full-time requirements include working more than 30 hours per week or working substantially all of the engineering and/or surveying hours for the firm that holds the certificate of authorization.

Please upload your completed Firm Affidavit of Responsibility and any attachments to the eLicense Ohio portal.

1. Certificate of Authorization (COA) Number

<< REQUIRED UNLESS NEW FIRM >> 5-DIGIT NUMBER BEGINNING WITH "0"

2. Firm Name

FIRM NAME >> MUST BE SAME NAME AS ON CERTIFICATE OF AUTHORIZATION APPLICATION

3. Ohio Registrant Designated in Responsible Charge

Name of Ohio P.E. and/or P.S. Designated in Responsible Charge

OHIO P.E. NO.

OHIO P.S. NO.

Check all that apply:

Director

Partner

Manager

Member

Officer

DO NOT have other engineering/surveying employment or provide engineering and/or surveying outside this firm.

DO have other engineering/surveying employment or provide engineering and/or surveying outside this firm.

(If you checked "DO" please submit the required information indicated below)

If you checked "DO", you have other engineering/surveying employment, and/or provides engineering and/or surveying services outside of this firm, please provide the following:

- Name of each firm or organization where you are employed.
- A description of the type of work for each place of employment.
- The number of employees employed by each business and the number of employees that will be under your direct supervision at each business.
- The number of registered professional engineers and/or surveyors employed by each business.
- The number of hours that you expect to work for each place of employment per week.
- A detailed explanation on how you will manage the engineering/surveying activities for multiple businesses.

4. Certification and Attestation

I, _____ [printed name], attest I am a registered professional engineer and/or surveyor in the state of Ohio as indicated above; that I am a full-time employee of the above-named firm, in accordance with Ohio Administrative Code 4733-39-02(B); that I am in responsible charge for and in charge of the professional engineering and/or surveying activities and decisions of this firm; and that I meet the requirements pursuant to Ohio Revised Code Chapter 4733 for such designation. In addition, I understand that if a temporary certificate of authorization permit is granted, it is only valid for 90 days from the date of issuance. Should the Board disapprove the firm's application for a certificate of authorization, the temporary permit shall terminate on the date of denial and the firm will cease and desist from offering or practicing engineering and/or surveying service in the state of Ohio.

SIGNATURE

PRINTED TITLE

DATE SIGNED



CERTIFICATE OF AUTHORIZATION
STATE BOARD OF REGISTRATION
PROFESSIONAL ENGINEERS AND SURVEYORS
111 EAST WASHINGTON AVENUE
COLUMBUS, OHIO 43260-1500
614.466.3651

Questions?

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(614) 466-3651 COLUMBUS METRO
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