



## Architectural-Engineering Corporation Renewal Application Instructions

The legislature has enacted laws which govern all firms practicing architecture in Louisiana. In accordance with those laws, the LSBAE has adopted rules which regulate the registration of such firms. All firms practicing architecture in Louisiana are required to register with the LSBAE and receive a Certificate of Authority within thirty days following registration with the Secretary of State. You should consult your legal counsel or CPA regarding the need for business registration with the Louisiana Secretary of State.

**Louisiana Secretary of State** - Corporations Section  
P.O. Box 94125  
Baton Rouge, LA 70804-9125  
Telephone: (225) 925-4704 Fax: (225) 925-4726  
Email: [commercial@sos.louisiana.gov](mailto:commercial@sos.louisiana.gov)  
Website: <https://geauxbiz.sos.la.gov/>

To register as an Architectural-Engineering Corporation, your firm must include one or more Louisiana licensed architect(s) in order to meet the definition of an Architectural-Engineering Corporation within the meaning of [La. R. S. 12:1171](#). To register as an A-E Corporation, such firm must be lawfully incorporated, and must apply with the LSBAE **and** with the Louisiana Professional Engineering and Land Surveying Board ([LAPELS](#)), designating therein a supervising Louisiana registered architect and a supervising Louisiana registered engineer. For more information, *see* La. [R.S. 12:1173](#).

Please make sure we have an email contact for your firm.

1. Please provide your complete firm name.
2. **Do not use this form if your firm's license number begins with an 'AC', 'AF' or 'LL.'**
3. Please print your complete business address (including city, state and zip).
4. Please provide your phone and fax numbers.
4. Corporation Information
  - 4.1 Complete **only** if you are a Louisiana corporation, providing your date of incorporation within the state.
  - 4.2 Complete if you are a **foreign, e.g. out-of-state**, corporation, listing original state and date of incorporation.
5. Supervising Professionals:
  - 5.1 Designate the supervising professional architect: include printed name, original signature, and LSBAE individual architectural license number.
6. Please indicate if your firm has practice or offered to practice architecture in Louisiana since your last renewal.
  - 6a. Please list projects your firm has practiced or offered to practice on if you responded yes to question 6.
7. Please indicate if your firm registration has been denied, suspended or revoked in another jurisdiction.
8. Please indicate if the firm has surrendered or allowed its firm registration to lapse due to pending disciplinary action.
9. Please indicate if the firm has been investigated, charged, or disciplined by a governing or licensing state or federal body in the past five years.
10. Please indicate if any licensed architect employed by the firm has had his or her license denied, suspended or revoked or is currently under investigation.

If you answered yes to questions 7 through 10, please provide a brief explanation and appropriate documentation.
11. Certification: Name/Title of Authorized Officer, Original Signature, Date of Application.

### **FIRM REGISTRATIONS ARE VALID FROM JULY 1<sup>st</sup> – JUNE 30<sup>th</sup> EACH YEAR**

Upon receipt of completed application and a fee of **\$75.00 in-state or \$150.00 out-of-state**, the architectural-engineering corporation will have its Certificate of Authority renewed and will be authorized to practice architecture in the state of Louisiana, unless the application is disapproved. This authority will expire on June 30th of the following year unless it is renewed prior to that date.

Failure to renew in a timely manner will result in fines and penalties. If the renewal application is not postmarked on or before June 30<sup>th</sup>, a delinquent fee equal to the renewal fee of \$75 (in-state) or \$150 (out-of-state) will be assessed in addition to the regular renewal fee for a total of \$150 or \$300, respectively.



STATE BOARD OF ARCHITECTURAL EXAMINERS  
 9625 Fenway Avenue, Suite B., Baton Rouge, LA 70809  
 (225) 925-4802 \* [bd@lsbae.com](mailto:bd@lsbae.com)

**RENEWAL APPLICATION FOR  
 REGISTRATION OF AN  
 ARCHITECTURAL-ENGINEERING CORPORATION**  
 Registration Period: July 1, 2019 – June 30, 2020

CHECK # _____
<input type="checkbox"/> \$75 – IN -STATE
<input type="checkbox"/> \$150 – OUT-OF-STATE

**DATE:** \_\_\_\_\_ **FIRM LICENSE #:** \_\_\_\_\_  
**FIRM POINT OF CONTACT NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

FOR QUESTIONS ABOUT THIS APPLICATION

1. Firm Name: \_\_\_\_\_
2. Business Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Phone: \_\_\_\_\_ Website: \_\_\_\_\_
4. Provide information appropriate to your corporation in the spaces below:
  - 4.1 Louisiana Corporation Date of Incorporation: \_\_\_\_\_
  - 4.2 Out of State Corporation: State of Incorporation: \_\_\_\_\_ & Date of Incorporation: \_\_\_\_\_

5. Supervising professionals -The Designated Registered Professionals

LA R.S. 12:1173 requires the applicant to designate the supervising professional architect who shall perform or directly supervise the performance of all professional architectural services by said corporation, and further designate the supervising professional engineer who shall perform or directly supervise the performance of all professional civil, mechanical or electrical engineering services or those services in any other designated branch of professional engineering which the State Board of Registration for Professional Engineers and Land Surveyors and the State Board of Architectural Examiners may jointly specify. Said statute further provides that persons designated must be full-time active employees of the corporation and whose primary occupation is with that corporation.

5.1. The following architect is hereby designated as the supervising professional architect according to LA R.S. 12:1173:

Name (please type or print)	Signature	Individual LA License Number
<i>By signing this application, the foregoing architect acknowledges that he/she is a full time active employee of the corporation whose primary occupation is with that corporation, that his/her registration with the Louisiana State Board of Architectural Examiners is current, that he/she will perform or directly supervise all professional architectural services by said corporation, and that he/she will notify the Louisiana State Board of Architectural Examiners immediately if he/she ceases to be a full-time active employee of the corporation or if he/she ceases to be employed by the corporation on a primary basis.</i>		

6. Has your firm practiced or offered to practice architecture in Louisiana without a current firm license since your last renewal?  
 YES [ ] NO [ ]

If yes, please list projects


7. Has the Firm's license/registration been denied, suspended, or revoked by another state or jurisdiction since your last renewal? YES [ ] NO [ ]
8. Has the Firm surrendered and/or allowed its professional license/registration to lapse in another state or jurisdiction due to pending or threatened disciplinary action since your last renewal? YES [ ] NO [ ]
9. Has the Firm been investigated, charged, or disciplined by a governing or licensing body or by a state or federal agency since your last renewal? YES [ ] NO [ ]
10. Has any Louisiana licensed architect employed by the Firm had his or her license denied, suspended or revoked or is any such licensed architect currently under investigation by a state or jurisdiction since your last renewal? YES [ ] NO [ ]

**If you answered yes to questions 6 through 10, please provide a brief explanation and attach appropriate documentation.**

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11. Certification

Upon receipt of completed application and a fee of **\$75.00 in-state or \$150.00 out-of-state**, the architectural-engineering corporation will have its Certificate of Authority renewed and will be authorized to practice architecture in the state of Louisiana, unless the application is disapproved. This authority will expire on June 30th of the following year unless it is renewed prior to that date. Failure to renew in a timely manner will result in fines and penalties.

RENEWAL FEE (\$75 in-state or; \$150 out of state) MUST BE REMITTED WITH APPLICATION AND MADE PAYABLE TO LOUISIANA STATE BOARD OF ARCHITECTURAL EXAMINERS or LSBAE. If renewal application is not postmarked on or before June 30th, a delinquent fee equal to the renewal fee of \$75 (in-state) or \$150 (out-of-state) will be assessed in addition to the regular renewal fee for a total of \$150 (in-state) or \$300 (out-of-state), respectively.

Any certification renewed pursuant to this application shall be for the practice of **Architecture** in Louisiana. Authority to practice engineering in Louisiana must be obtained from the Louisiana Professional Engineering & Land Surveying Board ([LAPELS](#)).

I hereby certify that I have read and understand the Architectural-Engineering Corporation Law, [LA R.S. 12:1171](#) et. seq., and that the statements in this application are true and correct.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Application