

# Architectural Firm Initial Registration Application Instructions

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. 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.

Types of firms that may qualify for registration as an Architectural Firm include corporations, partnerships, limited liability partnerships, limited liability companies, associations, sole proprietorships, or other entities lawfully organized under the laws of Louisiana or other lawful jurisdiction for the purpose of practicing architecture. An Architectural Firm will be required to designate one or more supervising professional architects who shall perform or directly supervise the performance of all architectural services by the firm in Louisiana. See [Board Rule §1705.G](#).

Depending on the structure of the firm, you may be required to designate an in-state registered agent with the Louisiana Secretary of State, and other general corporation laws may be applicable. There are no shareholder or control requirements to register as an Architectural Firm.

If your firm has been previously registered and you already have a license beginning in "LL," "AC," or "AE," please list your current firm license number. Approval of an Architectural Firm registration will automatically render your previous registration inactive. Do not use this form unless you are applying for an **Architectural Firm** registration.

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

1. Please provide your business name.
2. Please provide your complete business address, including city, state and zip code.
3. Please provide your phone and fax numbers.
4. Print the name(s) and provide the original signature(s) and *individual* Louisiana license number(s) of the supervising professional architect(s) designated by the Architectural Firm. Please review [Board Rule §1705](#) (may be found on our website [www.lsbae.com](http://www.lsbae.com)) before designating the supervising professional architect(s).
5. Please indicate if your firm registration has been denied, suspended or revoked in another jurisdiction.
6. Please indicate if the firm has surrendered or allowed its firm registration to lapse due to pending disciplinary action.
7. 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.
8. 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.
9. Certification: Please review [Board Rule §1705](#), certify that your answers are true and correct, and have an authorized representative of your firm sign and date the application.

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

Upon receipt of this application and a fee of **\$75.00 in-state or \$150.00 out-of-state**, the Architectural Firm described herein will be registered with the Louisiana State Board of Architectural Examiners and issued a Certificate of Authority to practice architecture in the state of Louisiana, unless the application is disapproved. This authority will expire on **June 30<sup>th</sup> 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.



## INITIAL APPLICATION FOR REGISTRATION OF AN ARCHITECTURAL FIRM

**Registration Period: July 1, 2018 – June 30, 2019**

WE DO NOT CURRENTLY HAVE A FIRM CERTIFICATE AND WISH TO REGISTER AS AN ARCHITECTURAL FIRM: YES  NO

WE CURRENTLY HAVE FIRM CERTIFICATE OF AUTHORITY (LICENSE) THAT WE WOULD LIKE TO INACTIVATE, AND WE WISH TO RECEIVE A CERTIFICATE OF AUTHORITY TO PRACTICE ARCHITECTURE AS AN ARCHITECTURAL FIRM INSTEAD: YES  NO

EXISTING: LL  AC  OR AE  CERTIFICATE/LICENSE NUMBER: \_\_\_\_\_

IF WE CURRENTLY HAVE A CERTIFICATE, **PLEASE NOTE CHANGES IN OUR CONTACT INFORMATION:**  YES  NO

**DATE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ *FOR QUESTIONS ABOUT THIS RENEWAL FORM*

CHECK # \_\_\_\_\_  
 \$75 – IN-STATE  
  
 \$150 – OUT-OF-STATE

1. Firm Name: \_\_\_\_\_

2. Business Address: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Phone: \_\_\_\_\_ Website: \_\_\_\_\_

4. Board Rule § 1705(G) provides that the architectural firm shall designate in its application for certificate of authority one or more supervising professional architects who shall perform or directly supervise the performance of all architectural services by said firm in Louisiana. Performing or directly supervising the performance of all architectural services shall mean unrestricted, unchecked, and unqualified command of, and legal accountability for, the architectural services performed. Specifications, drawings, or other related documents will be deemed to have been prepared by the architect or under the architect's direct supervision only when the requirements of [Board Rule §1313](#) are fully satisfied. Only natural persons (i) who are licensed by the Board, (ii) who are full-time active employees of the architectural firm, and (iii) whose primary occupation is with the architectural firm may be designated as a supervising professional architect. The following architects are hereby designated as the supervising professional architects of the Architectural Firm according to Board Rule § 1705:

_____	_____	_____
_____	_____	_____
_____	_____	_____
Name(s) (please type or print)	Signature(s)	Individual LA License No(s).

*By signing this application, the foregoing architect(s) acknowledges that he/she is a full time active employee of the architectural firm and his/her primary occupation is with that firm, that his/her registration with the Louisiana State Board of Architectural Examiners is current, that he/she will perform or directly supervise the performance of all professional architectural services by said architectural firm, 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 firm or ceases to be employed by the firm on a primary basis.*

**CONTINUED ON NEXT PAGE**

5. Has the Firm's license/registration been denied, suspended, or revoked by another state or jurisdiction in the past five years? YES [ ] NO [ ]
6. 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 in the last five years? YES [ ] NO [ ]
7. Has the Firm been investigated, charged, or disciplined by a governing or licensing body or by a state or federal agency in the past five years? YES [ ] NO [ ]
8. 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 in the last five years? YES [ ] NO [ ]

**If you answered yes to questions 5 through 8, please provide a brief explanation and apply appropriate documentation.**

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9. Upon receipt of this application and a fee of **\$75.00 in-state or \$150.00 out-of-state**, the Architectural Firm described herein will be registered with the Louisiana State Board of Architectural Examiners and issued a Certificate of Authority to practice architecture in the state of Louisiana, unless the application is disapproved. This authority will expire on **June 30<sup>th</sup> 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 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.

I certify that I have read and understand Louisiana Licensing [Board Rule §1705](#) and that the statements in this application are true and correct.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

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