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LOUISIANA STATE BOARD OF ARCHITECTURAL EXAMINERS
9625 FENWAY AVENUE, SUITE B
BATON ROUGE, LOUISIANA 70809-1592
(225) 925-4802

IN THE MATTER OF:)	CASE NO. 2022-34
)	
STEVEN J. GIROUARD)	
)	
RESPONDENT)	
)	
)	
)	
)	

CONSENT ORDER

The Louisiana State Board of Architectural Examiners [hereinafter the "Board"], by and through its Executive Director, pursuant to authorization by the Board, and Steven J. Girouard [hereinafter "Respondent"], hereby agree to the following:

At all times material hereto, Respondent was licensed in the State of Louisiana as an architect, number 6845.

An investigation was opened based upon the Board's receipt of information and documents which indicated that in 2022 Respondent sealed and issued a set of architectural design plans for *Pedro's Tacos & Tequila Bar* in Lake Charles and *El Paso Restaurant* in Alexandria, Louisiana. The investigation disclosed that (a) the plans for both projects were prepared by an unlicensed person (Zulay Babineaux d/b/a *Designs by Zulay*) who was not employed by Respondent, (b) Respondent did not exercise responsible charge over the preparation of the plans by Zulay Babineaux, and (c) the plans for both projects were submitted to the Louisiana State Fire Marshal's Office on *Designs by Zulay* title block only; neither set contained Respondent's title block.

If plans, specifications, or drawings are prepared outside the architect's office, LAC Title 46:I §1313(A)(1)(c) provides that the architect shall maintain evidence of his responsible control, including correspondence, time records, check prints, telephone logs, site visit logs, research done for the project, calculations, changes, and written agreements with any persons preparing the documents outside the architect's offices accepting



professional responsibility for such work. Title 46:I §1313(A)(2) provides that such plans, specifications, and drawings will be deemed to have been prepared either by the architect or under the architect's responsible supervision *only* when written documentation of the evidence set forth in LAC Title 46:I §1313(A)(1)(a)-(e) are satisfied.

Despite requests for any records showing Respondent's responsible supervision of the preparation of architectural plans for *Pedro's Tacos & Tequila Bar* and *El Paso Restaurant*, Respondent produced no such records, stating that he, "...had [his] computer literally blow up..."

La. R.S. 152(B), La. R.S. 37:153(A)(2), and La. R.S. 37:153(A)(6), *to wit* LAC Title 46:1§1313(A)(1) and (2), prohibit architects from affixing their seal or stamp or permitting it to be affixed to any specification, drawing, or other related document which was not prepared by them or under their responsible supervision.

La. R.S. 37:153(A)(6) authorizes the Board to take disciplinary action against persons who violate La. R.S. 152(B), La. R.S. 37:153(A)(2), and La. R.S. 37:153(A)(6), *to wit* LAC Title 46:1§1313(A)(1) and (2), upon a finding of guilt following notice and hearing and a majority vote of its entire membership authorized to participate in the proceeding. La. 37:152(B), La. R.S. 37:153(A)(2), and La. R.S. 37:153(A)(6), *to wit* LAC Title 46:1§1313(A)(1) and (2) were in effect at all times material hereto.

It is undisputed that **(a)** in 2022 Respondent sealed and issued a set of architectural design plans for *Pedro's Tacos & Tequila Bar* in Lake Charles and *El Paso Restaurant* in Alexandria, Louisiana, and **(b)** Respondent did not exercise responsible supervision over the preparation of the plans by Zulay Babineaux, and **(c)** the plans for both projects were submitted to the Louisiana State Fire Marshal's Office on *Designs by Zulay* title block only and were not on Respondent's title block.

By letter dated August 9, 2023, the Committee gave notice to Respondent that it was considering the preferral of charges against him on the grounds that he may have violated La. R.S. 152(B), La. R.S. 37:153(A)(2), and La. R.S. 37:153(A)(6), *to wit* LAC Title 46:1§1313(A)(1) and (2), relative to affixing his seal or stamp or permitting it to be affixed to



any specification, drawing, or other related document which was not prepared by him or under his responsible supervision.

Wishing to dispense with the need for further disciplinary action and to conclude the instant proceeding without further delay and expense, and for the purpose of this proceeding only, Respondent and the Board do hereby enter into this Consent Order, in which Respondent of his own free will consents to the issuance of a Consent Order by the Board, wherein Respondent agrees to **(a)** his Louisiana architect license being suspended for a period of six (6) months [hereinafter the "Suspension Period"] beginning on the date the Board accepts this Consent Order; **(b)** his Louisiana architect license being placed on probation for a period of twelve (12) months [hereinafter the "Probation Period"] beginning immediately upon the end of the Suspension Period; **(c)** pay a fine of three thousand and no/100 dollars (\$3,000.00); **(d)** pay administrative costs of eight-hundred thirty-six and 04/100 dollars (\$836.04); **(e)** successfully complete the Board's online *Laws & Rules Quiz* with a minimum score of 80%; **(f)** submit to the Board on a quarterly basis during the Probation Period a complete and detailed list (name, type, and square footage) of current projects on which he is providing architectural services and projects on which he provided architectural services during the preceding quarter; **(g)** submit to the Board during the Probation Period, via email, a PDF file containing the architectural documents of every project submitted by Respondent to the Louisiana State Fire Marshal's Office for review; **(h)** submit to the Board, within five (5) business days of a Board request, his complete job file for any project on any of said current or quarterly lists of projects; **(i)** the automatic and immediate suspension of his Louisiana architect license during the Probation Period if he fails to comply with any of the terms of this Consent Order, which suspension shall remain in effect until all terms of this Consent Order are satisfied, **(j)** publication of this Consent Order on the Board's website and a summary of this matter in the Board's official newsletter, *Louisiana Architect*, to read, "*Steven J. Girouard (hereinafter 'Respondent'), an architect (license #6845), was subject to disciplinary action by the Board for affixing his seal and stamp to drawings which was not prepared by him or under his responsible supervision in violation*



of La. R.S. 152(B), La. R.S. 37:153(A)(2), and La. R.S. 37:153(A)(6), to wit LAC Title 46:1§1313(A)(1) and (2). In 2022 Respondent signed, sealed and issued a set of architectural design plans for Pedro's Tacos & Tequila Bar in Lake Charles and El Paso Restaurant in Alexandria, Louisiana which had been prepared by an unlicensed person (Zulay Babineaux d/b/a 'Designs by Zulay') who was not employed by him. Respondent did not exercise responsible supervision over the preparation of the plans by Zulay Babineaux, and the plans for both projects were submitted to the Louisiana State Fire Marshal's Office on 'Designs by Zulay' title block only; neither set contained Respondent's title block. Respondent has entered into a Consent Order with the Board wherein he admitted to the referenced violations of the above laws and agreed to the suspension of his Louisiana architect license for a period of six (6) months beginning on the date the Board accepted the Consent Order; his Louisiana architect license being placed on probation for a period of twelve (12) months beginning immediately upon the end of the suspension period; pay a fine of \$3,000.00; pay administrative costs of \$836.04; submit to the Board on a quarterly basis during the Probation Period a complete and detailed list (name, type, and square footage) of current projects on which he is providing architectural services and projects on which he provided architectural services during the preceding quarter; submit to the Board during the Probation Period, via email, a PDF file containing the architectural documents of every project submitted by Respondent to the Louisiana State Fire Marshal's Office for review; submit to the Board, within five (5) business days of a Board request, his complete job file for any project on any of said current or quarterly lists of projects; to the automatic and immediate suspension of his Louisiana architect license during the Probation Period if he fails to comply with any of the terms of the Consent Order, which suspension shall remain in effect until all terms of this Consent Order are satisfied; to the publication of this Consent Order on the Board's website; to the printing of a summary of this matter in the official newsletter of the Board, Louisiana Architect, identifying Respondent by name, and to the reporting of this matter to the National Council of Architectural Registration Boards ('NCARB') Disciplinary Database, identifying Respondent by name"; and (j) to the reporting of this matter to the National Council of Architectural Registration Boards ("NCARB") Disciplinary Database, identifying Respondent by name.



Respondent admits that his conduct as set forth above constitutes violations of the above-referenced laws and/or rules as stated herein. Respondent acknowledges that this Consent Order constitutes a disciplinary action by the Board against him and his Louisiana license to practice architecture. Respondent also acknowledges awareness of said laws and/or rules and states that he will comply with all applicable laws and rules henceforth. Respondent has been advised of his right to be represented by counsel before the Board and/or to appear at any hearing personally or by counsel and present witnesses and evidence on his own behalf; he hereby waives these rights and his right to appeal, and he states affirmatively that he has been afforded all administrative remedies due him under the law. Respondent further acknowledges awareness of the fact that the signed original of this Consent Order will remain in the custody of the Board as a public record and will be made available for public inspection and copying upon request.

Therefore, in consideration of the foregoing and by signing this Consent Order, Respondent does hereby waive his right to a hearing before the Board, to the presenting of evidence and witnesses on his behalf, to Findings of Fact and Conclusions of Law in this case, and to judicial review of this Consent Order.

Respondent hereby represents that **(a)** he fully understands the meaning and intent of this Consent Order, including but not limited to its final and binding effect, **(b)** he has voluntarily entered into this Consent Order, and that no other promise or agreement of any kind has been made to or with him by any person whatsoever to cause the execution of this instrument, and **(c)** the sanctions set forth in this Consent Order do not prevent the Board from taking further disciplinary or enforcement action against Respondent on matters not specifically addressed in this Consent Order.

WHEREFORE, the Louisiana State Board of Architectural Examiners and Respondent agree that:

1. Respondent's Louisiana architect license number 6845, shall be suspended [hereinafter the "Suspension Period"] for a period of six (6) months from the effective date of this Consent Order; and



2. Respondent's Louisiana architect license (#6845) shall be placed on probation [hereinafter the "Probationary Period"] for a period of twelve (12) months, beginning immediately upon the end of the Suspension Period; and

3. Respondent shall pay a fine of three thousand and no/100 (\$3,000.00) dollars, which shall be tendered to the Board by certified check payable to the Treasurer, State of Louisiana, due upon the signing of this Consent Order; and

4. Respondent shall pay administrative costs of eight-hundred thirty-six and 04/100 dollars (\$836.04), which shall be tendered to the Board by certified check payable to the Louisiana State Board of Architectural Examiners, due upon the signing of this Consent Order; and

5. Respondent shall successfully complete, with a minimum score of 80%, the Board's online *Laws and Rules Quiz*, successful completion required within thirty (30) days of the Board accepting this Consent Order; and

6. During the Probationary Period, Respondent shall (i) submit to the Board on a quarterly basis a complete and detailed list (name, type, and square footage) of current projects on which he is providing architectural services and projects on which he provided architectural services during the preceding quarter, and (ii) submit to the Board, via email, a PDF file containing the architectural documents of every project submitted by Respondent to the Louisiana State Fire Marshal's Office for review, and (iii) submit to the Board, within five (5) business days of a Board request, his complete job file for any project on any of said current or quarterly lists of projects; and

7. Respondent's Louisiana architect license shall be automatically and immediately suspended if he fails to comply with any of the terms of this Consent Order during the Probation Period, which suspension shall remain in effect until all terms of this Consent Order are satisfied; and

8. This Consent Order shall be published on the Board's website, and a summary of this matter shall be printed in the official newsletter of the Board, *Louisiana*

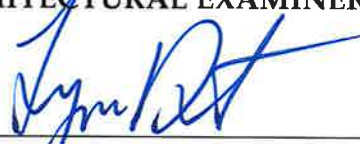


Architect, and reported to the National Council of Architectural Registration Boards ("NCARB") Disciplinary Database, all identifying Respondent by name; and

9. This Consent Order shall not become effective unless and until it is accepted and signed by and on behalf of the Board. Should the Board not accept and sign this Consent Order, it is agreed that presentation of this matter to the Board shall not prejudice the Board or any of its members, staff, attorneys, or representatives from further participation, consideration, or resolution of any further proceedings herein.

LOUISIANA STATE BOARD OF
ARCHITECTURAL EXAMINERS

DATE: 12/1/2023

BY: 
TYSON J. DUCOTE, Executive Director

DATE: 2/27/23

BY: 
Steven J. Girouard

Witnesses to the signature of Steven J. Girouard:


Printed Name: Katherine Girouard


Printed Name: Madeline Girouard

