

Professional Architectural Corporation Firm License Renewal Instructions

1. Louisiana Firm License Number: please list your firm license number, which begins with an 'AC'. Do not use this form if your firm's license number begins with either an 'AE' or a 'LL'.
- 2 – 4. Please print your complete business name, address (including city, state and zip). Please make sure we have an email contact for you; we recommend a general office email address if possible, instead of an individual email address.
- 5 - 7. **ONLY COMPLETE ONE OF THE FOLLOWING OPTIONS:**
 - 5(A): This option is ONLY for firms where ALL stock are held by a single Louisiana-licensed architect. Check the 5(A) box, print owner's name, list the stock owner's INDIVIDUAL Louisiana License number. **Do not fill out 5(B), 6., or number 7. Proceed to 8. Certification.**
 - 5(B): This option is ONLY for firms where more than one architect holds stock. Check the 5(B) box, list names of Louisiana individually-licensed architects who hold stock and the number, **not percentage** of shares owned per architect. You must complete the total corporate shares of 5(B). When 5(B) has been completed, **do not fill out 7. Proceed to 6.**
6. **For 5(b) firms only.** List All Directors, whether or not licensed in Louisiana with their home state and home state license number noted. **Do not fill out 7. Proceed to 8. Certification**
7. **ONLY FOR FIRMS WHOSE SHARES ARE HELD OR OWNED BY HOLDING COMPANIES.**
 - 7.A List names of Louisiana-licensed architects, individual license numbers, shares owned individually, shares authorized and sold to date.
 - 7.B Names/Individual license numbers of all directors of HOLDING COMPANY.
8. Certification: Review Architectural Corporation Law LA R.S.12:1086 et. seq. to confirm your compliance with Louisiana Law (law may be found on our website [www.lastbdarchs.com]) and certify that your statements are true and correct. Application must be signed by at least one corporation officer and dated.

RENEWAL FEE - \$50.00 - (MUST BE REMITTED WITH APPLICATION AND MADE PAYABLE TO LOUISIANA STATE BOARD OF ARCHITECTURAL EXAMINERS).

NOTE: If renewal is not postmarked by June 30TH, a delinquent fee of \$50.00 in addition to the regular renewal fee of \$50.00 will be assessed for a total of \$100.00.

LOUISIANA STATE BOARD OF ARCHITECTURAL EXAMINERS
9625 Fenway Avenue Suite B
Baton Rouge, LA 70809

LOUISIANA STATE BOARD OF ARCHITECTURAL EXAMINERS

9625 Fenway Avenue Suite B, Baton Rouge, LA 70809 (225) 925-4802

RENEWAL APPLICATION FOR REGISTRATION OF A PROFESSIONAL ARCHITECTURAL CORPORATION
July 1 - June 30

Please note that Louisiana's Firm License year runs from JULY 1st-JUNE 30TH. Upon receipt of this application and renewal fee of **\$50.00**, your corporation will be renewed with the Louisiana State Board of Architectural Examiners and authorized to practice architecture in the State of Louisiana. This authority will expire on **June 30TH** of the following year, unless renewed **prior** to that date. Failure to renew in a timely manner will result in fines and penalties.

- 1. Louisiana Firm License Number (will begin with AC): _____
- 2. Business Name: _____
- 3. Business Address: _____

- 4. Phone: _____ FAX: _____ Email: _____

5. Choose and complete EITHER Option A or B.

_____ 5(A) I own ALL outstanding shares of this firm.

My Name: _____ My INDIVIDUAL LA license number: _____

_____ 5(B) We hereby certify that the following listed architects are licensed in the state of Louisiana and own the number of shares listed (no percentages) and the following number of total corporate shares are correct. We do comply with Louisiana Rule 225 which states that a majority of stock in a Louisiana licensed professional firm must be owned by individually licensed Louisiana Architects.

NAME	LICENSE NO.	SHARES OWNED
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL CORPORATE SHARES _____
SHARES OWNED BY LOUISIANA-LICENSED ARCHITECTS _____

6. Name(s) of all Director(s) whether licensed in LA or not : (Please list license no. and state)

7. **ONLY TO BE COMPLETED IF SHARES ARE HELD OR OWNED BY HOLDING COMPANY**

7. A List names of persons duly licensed to practice architecture in this state and the number of shares owned by each person.

NAME	LICENSE NO.	SHARES OWNED
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

TOTAL CORPORATE SHARES

SHARES OWNED BY LOUISIANA –LICENSED ARCHITECTS

7. B Name(s)/Architect License Numbers of all director(s) of HOLDING company:

8. I hereby certify that I have read and understand the Architectural Corporation Law LA R.S.12:1086 et. seq. and that the statements in this application are true and correct.

Corporate President

Corporate Secretary

Date

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