

Architectural-Engineering Firm License Renewal Instructions

Please note: This form is only for firms that practice both architecture and engineering and have a firm license number starting with 'AE'. Please do not use this form if your firm's license number begins with an 'AC' or "LL".

LA FIRM REGISTRATION NUMBER: please list your firm License number, which begins with an 'AE'

1. Please list your business name as registered on your license.
2. Please print your complete business address, including city, state and zip code
3. 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.
- 4.1 Complete if you are a Louisiana corporation, only, listing your business license number and 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.
 - 4.2.1 Foreign Corporations list date of Louisiana business license (Secretary of State Certificate of Authority for Foreign Corporation)
5. List city, state of principal place of business
6. Supervising Professionals:
 - 6.1 Architect: printed name, original signature and LSBAE Individual Architectural License number.
 - 6.2 Engineer: printed name, original signature and LAPELS Individual Engineering License Number.
7. Certification: Name/Title of Authorized Officer, Original Signature, Date of Application.
8. A renewal fee of \$50 dollars must be remitted with the application, made payable to LOUISIANA STATE BOARD OF ARCHITECTURAL EXAMINEERS.
9. Our address is:

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

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 (225) 925-4802

**RENEWAL APPLICATION FOR
REGISTRATION OF AN ARCHITECTURAL-ENGINEERING CORPORATION**

Please Note: Firm License Year Runs from **July 1st – June 30th**. Upon receipt of this application and fee of **\$50.00**, your corporation will be considered for renewal registration with the Louisiana State Board of Architectural Examiners. If authority to practice architecture in the State of Louisiana is given, this authority will expire on **June 30th of each year unless renewed prior to that date**. Failure to renew in a timely manner will result in fines and penalties.

LA Firm Registration # _____

1. Business Name: _____

2. Business Address: _____

3. Phone: _____ FAX: _____ Email: _____

4. Provide information appropriate to your corporation in the spaces below:

4.1 Louisiana Corporation _____ Date of Incorporation _____

4.2 Foreign Corporation _____ State & Date of Incorporation _____

4.2.1 Date qualified to do business in Louisiana _____

5. Domicile or principal place of business: _____

6. Supervising professionals - The designated Registered Professionals

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

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

Name (please print) Signature Individual LA License No.

By signing this application, the foregoing architect acknowledges that he/she is a full time active employee of the corporation and 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 all professional architectural services or directly supervise the performance of all 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.

6.2. The following professional engineer is hereby designated as the supervising professional engineer in accordance with LA R.S. 12:1173:

Name (please print) Signature Individual LA License No.

By signing this application, the foregoing engineer acknowledges that he/she is a full-time active employee of the corporation and whose primary occupation is with that corporation, that his/her registration is with the State Board of Registration for Professional Engineers & Land Surveyors is current, that he/she will perform 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 & Land Surveyors and the State Board of Architectural Examiners may jointly specify, or shall directly supervise the performance of all engineering services by said corporation and that he/she will immediately inform the Louisiana State Board of Architectural Examiners in writing if he/she ceases to be a full-time active employee of the corporation or ceases to be employed by the corporation on a primary basis.

7. Certification

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 & Title of Authorized Officer

Signature

Date of Application

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

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