

LOUISIANA STATE BOARD OF ARCHITECTURAL EXAMINERS  
9625 Fenway Avenue, Suite B, Baton Rouge, LA 70809 (225) 925-4802

INITIAL 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 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 30<sup>th</sup> 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 \_\_\_\_\_

4.3. Date qualified to do business in Louisiana \_\_\_\_\_

5. **Has your firm practiced or offered to practice architecture in Louisiana without a firm license?**

Yes  No

If yes, please list projects:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If more space is required, please email us immediately at [bd@lsbae.brcoxmail.com](mailto:bd@lsbae.brcoxmail.com) with your entire list; or if sending this application in as a hard copy, please send a full project list as an attachment.

6. Domicile or principal place of business: \_\_\_\_\_

7. **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.

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

Name (Please type or print)

Signature

LA Registration 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.

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

Name (Please type or print)

Signature

LA Registration 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.

8. 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

\_\_\_\_\_  
Telephone Number

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

**ANY CERTIFICATION ISSUED PURSUANT TO THIS APPLICATION SHALL BE FOR THE PRACTICE OF ARCHITECTURE IN LOUISIANA. AUTHORITY TO PRACTICE ENGINEERING MUST BE OBTAINED FROM THE STATE OF LOUISIANA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS & LAND SURVEYORS.**

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