

Limited Liability Company Firm License Renewal Instructions

LA FIRM REGISTRATION NUMBER: Please list your firm license number, which begins with a 'LL'. Do not use this form if your firm's license number begins with either an 'AC' or '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. 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.
3. List your IN-STATE, registered LLC agent, as listed on your LA Secretary of State business license (also known as Certificate of Authority). This agent must reside in Louisiana.
4. Names and LA License numbers of members of LLC licensed to practice in Louisiana. Do not include members who are not licensed in Louisiana or their other state license numbers.
5. Printed name, original signature and individual LA license number of supervising professional architect. Please review rule 1705 (may be found on our website www.lastbdarchs.com) before designating the supervising architect.
6. Certification: Please review rule 1705 to certify that your answers are true and correct, have an authorized member of your LLC sign and date your application.

**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
CERTIFICATE OF REGISTRATION OF A LIMITED LIABILITY COMPANY

July 1 - June 30

Please note: FIRM LICENSE YEAR RUNS FROM JULY 1st – JUNE 30th. Upon receipt of this application and a fee of **\$50.00**, the limited liability company described herein will have their firm license renewed with the Louisiana State Board of Architectural Examiners and authorized to practice architecture in the state of Louisiana, unless the application is disapproved. This authority will expire on **June 30th 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.

LA Firm Registration # _____

1. Name of LLC: _____

2. Address of LLC: _____

Phone: _____ Fax: _____ Email: _____

3. Name, address and telephone number of in-state, Louisiana registered agent of LLC: (R.S. 12:1308)

_____ Phone: _____

4. Names and license numbers of all members of the LLC who are licensed to practice architecture in Louisiana.

NAME

LICENSE NO.

5. The following architect is hereby designated as the supervising professional architect according to Rule 1705:

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 limited liability company and whose primary occupation is with that limited liability company, 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 limited liability company, and that he/she will notify the Louisiana State Board of Architectural Examiners immediately if he ceases to be a full-time active employee of the company or if he ceases to be employed by the limited liability company on a primary basis.

6. I certify that I have read and understand Louisiana Licensing Board Rule 1705 and that the statements in this application are true and correct.

Authorized Member

Date

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.

OUR MAILING ADDRESS IS:

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