



Limited Liability Company Renewal Application Instructions

All firms practicing architecture in Louisiana are required to register with the LSBAE and receive a Certificate of Authority within thirty days following registration with the Secretary of State. The legislature has enacted laws which govern all firms practicing architecture in Louisiana. In accordance with those laws, the LSBAE has adopted rules which regulate the registration of such firms.

To register as a Limited Liability Company, your firm must (i) be lawfully organized as a limited liability company under the laws of Louisiana or some other state, (ii) maintain an in-state agent registered with the Secretary of State, and (iii) designate in its application for registration one or more supervising professional architects who shall perform or directly supervise the performance of all architectural services by the firm in Louisiana. Only a Louisiana licensed architect who is a full-time active employee of the firm and whose primary occupation is with that firm may be designated. See [La. R.S. 12: 1301](#) and Board Rule § 1705. Please note that this does not apply to limited liability partnerships which need to register as an "Architectural Firm."

Please make sure we have an email contact for your firm.

1. Firm Name and License Number: As shown on your current *firm* license, please provide your firm name and license number, which begins with an 'LL.' **Do not use this form if your firm's license number begins with either an 'AC' or a "AE."**
2. Please provide your complete business address, including city, state and zip code.
3. Please provide your phone and fax numbers.
4. Provide your IN-STATE registered agent, as listed by your firm with the LA Secretary of State. **This agent must be a citizen of and reside in Louisiana or be authorized to act as the agent for the limited liability company for service of process according to a certificate filed with the LA Secretary of State.**
5. Print the name and provide the original signature and *individual* LA license number of the supervising professional architect designated by the limited liability company. Please review Board Rule § 1705 (may be found on our website www.lsbae.com) before designating the supervising professional architect.
6. Please indicate if your firm registration has been denied, suspended or revoked in another jurisdiction.
7. Please indicate if the firm has surrendered or allowed its firm registration to lapse due to pending disciplinary action.
8. Please indicate if the firm has been investigated, charged, or disciplined by a governing or licensing state or federal body in the past five years.
9. Please indicate if any licensed architect employed by the firm has had his or her license denied, suspended or revoked or is currently under investigation.
If you answer yes to questions 6 through 9, please provide brief explanation and appropriate documentation.
10. Certification: Name/Title of Authorized Officer, Original Signature, Date of Application.

FIRM REGISTRATIONS ARE VALID FROM JULY 1st – JUNE 30th EACH YEAR

Upon receipt of completed application and a fee of **\$75.00 in-state** or **\$150.00 out-of-state**, the limited liability company will have its firm license renewed and will be 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.

If the renewal application is not postmarked on or before June 30th, a delinquent fee equal to the renewal fee of \$75.00 (in-state) or \$150.00 (out-of-state) in addition to the regular renewal fee will be assessed for a total of \$150.00 (in-state) or \$300.00 (out-of-state), respectively.

**RENEWAL APPLICATION FOR
 REGISTRATION OF A
 LIMITED LIABILITY COMPANY**
 Registration Period: July 1 through June 30

9625 Fenway Avenue, Suite B, Baton Rouge, LA 70809
 (225) 925-4802 * bd@lsbae.com

ENCLOSED CHECK # _____
[] \$75 – IN-STATE
[] \$150 – OUT-OF-STATE

PLEASE NOTE CHANGES IN OUR CONTACT INFORMATION: [] YES [] NO

EMAIL: _____ FOR QUESTIONS ABOUT THIS RENEWAL FORM

1. Firm Name: _____ LL REG#: LL _____

2. Business Address: _____ City _____ State _____ Zip _____

3. Phone: _____ FAX: _____

4. Name, address, and telephone number of in-state, Louisiana registered agent of the limited liability company. (LA. R.S. 12:1308 requires that a limited liability company continuously maintain at least one registered agent who shall be a citizen and resident of Louisiana or who is authorized to act as the agent for service of process according to a certificate filed with the Louisiana Secretary of State).

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____

5. The following architect is hereby designated as the supervising professional architect of the limited liability company in accordance with Board Rule § 1705:

Name(s) (please type or print)	Signature(s)	Individual LA License No(s).

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 the 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/she ceases to be a full-time active employee of the limited liability company or if he/she ceases to be employed by the limited liability company on a primary basis.

- 6. Has the Firm's license/registration been denied, suspended, or revoked by another state or jurisdiction in the past five years? YES [] NO []
- 7. Has the Firm surrendered and/or allowed its professional license/registration to lapse in another state or jurisdiction due to pending or threatened disciplinary action? YES [] NO []
- 8. Has the Firm been investigated, charged, or disciplined by a governing or licensing body or by a state or federal agency in the past five years? YES [] NO []
- 9. Has any licensed architect employed by the Firm had his or her license denied, suspended or revoked or is any such licensed architect currently under investigation by a state or jurisdiction? YES [] NO []

If you answered yes to questions 6 through 9, please provide a brief explanation and appropriate documentation.

10. Upon receipt of completed application and a fee of \$75.00 in-state or \$150.00 out-of-state, the limited liability company will have its firm license renewed and will be 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. RENEWAL FEE -\$75 in-state or \$150 out-of-state (MUST BE REMITTED WITH APPLICATION AND MADE PAYABLE TO LOUISIANA STATE BOARD OF ARCHITECTURAL EXAMINERS or LSBAE). If renewal is not postmarked on or before June 30th, a delinquent fee of \$75 in-state or \$150 out-of-state in addition to the regular renewal fee of \$75 (in-state) or \$150 (out-of-state) will be assessed for a total of \$150 (in-state) or \$300 (out-of-state), respectively.

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

Name (please print)

Title

Signature

Date of Application