



## Professional Architectural Corporation Firm 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 Professional Architectural Corporation, your firm must meet both ownership (shareholder) and control (director) requirements. Your firm must be lawfully incorporated and a majority of shares must be held by a licensed Louisiana architect or by a holding company, of which a majority of shares are owned by licensed Louisiana architects. See [La. R. S. 12:1090](#). In addition, depending upon the number of directors, a majority of the directors must be licensed Louisiana architects. For more information, see [La. R.S. 12:1095](#).

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 list your firm name and 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. Please print your complete business address (including city, state and zip).
3. Please provide your phone and fax numbers.
4. Corporation Information: Choose only **ONE** of the following options
  - 4.1 This option is ONLY for firms where ALL stock is held by a single Louisiana-licensed architect. If so, check the 4(A) box, print the owner's name, and list the stock owner's INDIVIDUAL Louisiana license number.  
**Do not fill out 4.2, 4.2.1, or 5. Proceed to 6.**
  - 4.2 This option is ONLY for firms where more than one architect owns or holds stock. If so, check the 4.2 box, list the names of Louisiana individually-licensed architects who own or hold stock and the **number** (*not percentage*) of shares owned per architect. You must also show the total corporate shares issued by the corporation. When 4.2 has been completed, **do not fill out 5. Proceed to 6.**
    - 4.2.1 **For 4(B) firms only.** List ALL DIRECTORS whether or not licensed in Louisiana with their home state and home state license number(s) noted. **Do not fill out 5. Proceed to 6.**
5. **COMPLETE ONLY IF YOUR FIRM'S SHARES ARE HELD OR OWNED BY A HOLDING COMPANY**
  - 5.1 For each owner of the shares of the HOLDING COMPANY, list the names of Louisiana-licensed architects, individual license numbers, and shares owned individually per architect. You must also show the TOTAL number of shares of the HOLDING COMPANY issued and sold to date.
  - 5.2 For each director of the professional architectural corporation, whether licensed as an architect in Louisiana or not, list the names, any individual architect license numbers, and any state of license issuance. If the director is not a licensed architect, so indicate.
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 answered yes to questions 6 through 9, please provide a brief explanation and appropriate documentation.**
10. Certification: Name/Title of Authorized Officer, Original Signature, Date of Application.

**FIRM REGISTRATIONS ARE VALID FROM JULY 1<sup>st</sup> – JUNE 30<sup>th</sup> EACH YEAR**

Upon receipt of completed application and a fee of **\$75.00 in-state or \$150.00 out-of-state**, the professional architectural corporation 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 30<sup>th</sup>, a delinquent fee equal to the renewal fee of \$75 (in-state) or \$150 (out-of-state) will be assessed in addition to the regular renewal fee for a total of \$150 or \$300, respectively.



STATE BOARD OF ARCHITECTURAL EXAMINERS  
 9625 Fenway Avenue, Suite B., Baton Rouge, LA 70809  
 (225) 925-4802 \* [bd@lsbae.com](mailto:bd@lsbae.com)

## RENEWAL APPLICATION FOR REGISTRATION OF A PROFESSIONAL ARCHITECTURAL CORPORATION

Registration Period: July 1 through June 30

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

EMAIL: \_\_\_\_\_ FOR QUESTIONS ABOUT THIS RENEWAL FORM

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

1. Firm Name: \_\_\_\_\_ AC REG#: AC \_\_\_\_\_
2. Business Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
3. Phone: \_\_\_\_\_ FAX: \_\_\_\_\_
4. Corporation Information. Choose and complete EITHER Option 4.1 or 4.2.

\_\_\_ 4.1 I own ALL outstanding shares of this firm.  
 My name: \_\_\_\_\_ My INDIVIDUAL LA license number: \_\_\_\_\_  
**Do not complete items 4.2 through 5. Proceed to item #6.**

\_\_\_ 4.2 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 that the following number of total corporate shares is correct. We further certify that our firm complies with La. R.S. 12:1090(B) which requires that a majority of stock in a professional architectural corporation must be owned by individually licensed *Louisiana* architects.

NAME	LICENSE NO.	SHARES OWNED
<b>TOTAL SHARES OWNED BY LOUISIANA LICENSED ARCHITECTS</b>		
<b>TOTAL SHARED ISSUED BY CORPORATION</b>		

4.2.1. Name(s) of all Director(s) whether licensed in LA or not : (Please list license nos. and state)

NAME	LICENSE NO.	STATE

5. **THIS SECTION TO BE COMPLETED ONLY IF SHARES ARE HELD OR OWNED BY A HOLDING COMPANY**

5.1 List names, license numbers, and number of shares held or owned by shareholders of the holding company.

NAME	LICENSE NO.	SHARES OWNED
<b>TOTAL SHARES OF HOLDING COMPANY OWNED OR HELD BY LA LICENSED ARCHITECTS</b>		
<b>TOTAL SHARES ISSUED OR SOLD BY HOLDING COMPANY</b>		

5.2 Name(s) of all director(s) of the PAC whether licensed in LA or not: (Please list license nos. and state)

NAME	LICENSE NO.	STATE

**CONTINUED ON BACK**

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.**

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10. FIRM LICENSE YEAR RUNS FROM JULY 1<sup>st</sup> – JUNE 30<sup>th</sup>. Upon receipt of completed application and a fee of **\$75.00 in-state or \$150.00 out-of-state**, the professional architectural corporation 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 30<sup>th</sup> 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 renewal application is not postmarked on or before June 30<sup>th</sup>, a delinquent fee equal to the renewal fee of \$75 (in-state) or \$150 (out-of-state) will be assessed in addition to the regular renewal fee for a total of \$150 or \$300, respectively.

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

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Name (please print)

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Title

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Signature

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Date of Application