

## Limited Liability Company Delinquent/Reinstatement Application Instructions

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. 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](#).

To re-instate your Limited Liability Company registration, 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* Certificate of Authority, 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 license numbers of all members of the LLC who are licensed to practice architecture in Louisiana.
6. 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](http://www.lsbae.com)) before designating the supervising professional architect.
7. Please indicate if your firm has practiced or offered to practice architecture in Louisiana without a current firm license. If yes, please list projects.
8. Please indicate if your firm registration has been denied, suspended or revoked in another jurisdiction in the past five years.
9. Please indicate if the firm has surrendered or allowed its firm registration to lapse due to pending disciplinary action.
10. 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.
11. 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 7 through 10, please provide brief explanation and appropriate documentation.
12. 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, a copy of your letterhead and a fee of **\$150.00 in-state** or **\$300.00 out-of-state**, the limited liability company will have its Certificate of Authority reinstated 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.

**DELINQUENT/REINSTATEMENT  
APPLICATION FOR  
REGISTRATION OF A  
LIMITED LIABILITY COMPANY**

**Registration Period: July 1, 2018 – June 30, 2019**

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

CHECK # _____
<input type="checkbox"/> \$150 – IN-STATE
<input type="checkbox"/> \$300 – OUT-OF-STATE

**PLEASE NOTE CHANGES IN YOUR CONTACT INFORMATION:**  YES  NO

**DATE:** \_\_\_\_\_

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

1. Firm Name: \_\_\_\_\_ Lic #: LL \_\_\_\_\_

2. Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

3. Phone: \_\_\_\_\_ Website: \_\_\_\_\_

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

Name	License Number

6. The following architect is hereby designated as the supervising professional architect of the limited liability company in accordance with [Board Rule §1705](#):

\_\_\_\_\_  
Name (please type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Individual LA License Number

*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.*

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7. Has your firm practiced or offered to practice architecture in Louisiana without a current firm license? YES [ ] NO [ ]  
If yes, please list projects

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8. Has the Firm's license/registration been denied, suspended, or revoked by another state or jurisdiction in the past five years? YES [ ] NO [ ]

9. 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 in the past five years? YES [ ] NO [ ]

10. 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 [ ]

11. Has any Louisiana 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 in the past five years? YES [ ] NO [ ]

**If you answered yes to questions 8 through 11, please provide a brief explanation and apply appropriate documentation.**

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12. Upon receipt of completed application, a copy of your letterhead and a fee of \$150.00 in-state or \$300.00 out-of-state, the limited liability company will have its Certificate of Authority reinstated 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 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.

I certify that I have read and understand Louisiana [Board Rule §1705](#) and that the statements in this application are true and correct.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

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