## Mailing Address

P. O. Box 2649 Harrisburg, PA 17105

#### STATE ARCHITECTS LICENSURE BOARD

Courier Mail 2601 North Third Street Harrisburg, PA 17110

Telephone: 717-783-3397 Fax: 717-705-5540

E-Mail: st-architect@state.pa.us Website: www.dos.state.pa.us/bpoa/arcbd/mainpage.htm

## APPLICATION FOR FIRM REGISTRATION

## Instructions and Requirements

An individual architect or a group of architects may practice architecture in Pennsylvania in one of the following forms of architectural firms: Sole Proprietorship; Partnership; Professional Association; Professional Corporation; Business Corporation; Limited Liability Company; Limited Liability Partnership.

## 1. A <u>Sole Proprietorship</u> must meet the following criteria:

• The owner is a licensee of the Board.

## 2. A <u>Partnership</u> must meet the following criteria:

- At least two-thirds of the partners are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the partners is licensed in a state to practice architecture.
- At least one partner is a licensee of the Board.

## 3. A <u>Professional Association</u> must meet the following criteria:

- At least two-thirds of the members of the board of governors are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the members of the board of governors is licensed in a state to practice architecture.
- At least one member is a licensee of the Board.

# 4. A <u>Professional Corporation</u> must comply with the "Professional Corporation Law" and meet the following criteria:

- Every shareholder is licensed in a state to practice architecture, engineering or landscape architecture.
- At least one shareholder is a licensee of the Board.

## 5. A <u>Business Corporation</u> must meet the following criteria:

- At least two-thirds of the directors are licensed in a state to practice architecture, engineering or landscape architecture.
- At least one-third of the directors is licensed in a state to practice architecture.
- At least one director is a licensee of the Board.
- At least two-thirds of all classes of voting stock issued and outstanding at any one time are owned by architects, engineers or landscape architects.
  - At least one-third of each class of voting stock issued and outstanding at any one time are owned by individuals licensed in a state to practice architecture.

## 6. A <u>Limited Liability Company</u> must meet the following criteria:

- At least two-thirds of the members, if managed by members, or at least twothirds of the managers, if managed by managers, are licensed under the laws of any state to practice architecture, engineering or landscape architecture.
- At least one-third of the members, if managed by members, or at least one-third
  of the managers, if managed by managers, is licensed under the laws of any
  state to practice architecture.
- At least one member or manager is a licensee of the Board.
- At least two-thirds of all classes of voting membership at any one time shall be owned by an individual or individuals licensed under the laws of any state to practice architecture, engineering or landscape architecture.
- At least one-third of all classes of voting membership at any one time shall be owned by an individual or individuals licensed under the laws of any state to practice architecture.

## 7. A Limited Liability Partnership must meet the following criteria:

- At least two-thirds of the partners are licensed under the laws of any state to practice architecture, engineering or landscape architecture.
- At least one-third of the partners is licensed under the laws of any state to practice architecture.
- At least one partner is a licensee of the Board.

A *Partnership, Professional Association, Professional Corporation or Business Corporation* engaged in the practice of architecture having fewer than three partners, governors, shareholders or directors shall have at least one owner who is a licensee of the Board and who owns 50% of the business.

A *Partnership, Professional Association, Limited Liability Company or Limited Liability Partnership* engaged in the practice of architecture having fewer than three partners, governors, shareholder or directors, members or managers shall have at least one partner, governor, shareholder or director, member or manager who is an individual licensed in this Commonwealth.

Each project undertaken by a firm engaged in the practice of architecture in the Commonwealth of Pennsylvania must be under the personal supervision of a partner in the case of a Partnership or Limited Liability Partnership, a member of the board of governors in the case of a Professional Association, a shareholder in the case of a Professional Corporation, or a director in the case of a Business Corporation, or member or manager in the case of a Limited Liability Company who holds a certificate to engage in the practice of architecture in this Commonwealth pursuant to the Act. The seal of such individuals must appear on all drawings, specifications and other design documents issued by the firm for such projects.

## STATE ARCHITECTS LICENSURE BOARD

MAILING ADDRESS STATE ARCHITECTS LICENSURE BOARD P.O. BOX 2649 HARRISBURG, PA 17105

**BUSINESS TELEPHONE NUMBER:** 

COURIER ADDRESS
STATE ARCHITECTS LICENSURE BOARD
2601 NORTH THIRD STREET
HARRISBURG, PA 17110

PHONE 717-783-3397 717-705-5540

E-MAIL st-architect@state.pa.us
WEBSITE www.dos.state.pa.us

APPLICATION FOR FIRM REGISTRATION						
INITIAL FIRM REGISTRATION  \$50.00 NON-REFUNDABLE APPLICATION FEE.  Check or money order only, made payable to the "Commonwealth of Pennsylvania." There is a \$20.00 charge for all checks returned "not paid" regardless of the reason for non-payment.						
F THIS APPLICATION IS FOR AN AMENDMENT OF A FIRM REGISTRATION, PROVIDE THE CURRENT						
FIRM REGISTRATION NUMBER:						
SECTION 1: PL	CTION 1: PLEASE LIST THE TYPE OF FIRM					
BUSINESS CORPORA		TION PROFESSIONAL CORPORATION		IONAL CORPORATION		
PARTNERSHIP		SOLE PROPRIETORSHIP		PROFESSIONAL ASSOCIATION		
LIMITED LIABILITY COMP		<b>MPANY</b>	LIMITED L	IABILITY PARTNERSHIP		
SECTION 2:						
FIRM NAME:						
	STREET					
FIRM ADDRESS	CITY/STATE				_	
	ZIP CODE					

## SECTION 3: LIST THE NAME, LICENSE NUMBER AND PERCENT OF OWNERSHIP IN THE FIRM

NAME	LICENSE NUMBER	PERCENTAGE

## SECTION 4: CERTIFICATION

I/WE WILL NOTIFY THE BOARD PRIOR TO CHANGE IN THE OWNERSHIP OF THE BUSINESS WHENEVER CHANGES ARE CONTEMPLATED.

I/WE HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

I VERIFY THAT THIS FORM IS IN THE ORIGINAL FORMAT AS SUPPLIED BY THE DEPARTMENT OF STATE AND HAS NOT BEEN ALTERED OR OTHERWISE MODIFIED IN ANY WAY. I AM AWARE OF THE CRIMINAL PENALTIES FOR TAMPERING WITH PUBLIC RECORDS OR INFORMATION PURSUANT TO 18 PA.C.S. §4911.

APPLICANT SIGNATURE	DATE
APPLICANT SIGNATURE	DATE

## **ATTACHMENTS:**

- 1. CHECK/MONEY ORDER IN THE AMOUNT OF \$50.00 PAYABLE TO "COMMONWEALTH OF PA".
- 2. Copy of completed Fictitious Name Application, Articles of Incorporation, Articles of Association, Partnership Agreement, Certificate of Authority or other relevant agreement or contract of Association.
- 3. COPY OF LETTERHEAD, CONTAINING THEREON THE NAMES OF THE PRINCIPALS, FOLLOWED BY CREDENTIALS INDICATING THEIR RESPECTIVE PROFESSIONS, AS WELL AS THE WORD "ARCHITECT" OR SOME DERIVATION THEREOF AS PART OF THE NAME OF THE BUSINESS, OR AS A SUBTITLE THERETO.
- 4. COMPLETE LIST OF NAMES OF THE INDIVIDUALS INTERESTED IN THE BUSINESS WITH SPECIFICATION FOR EACH AS TO PROFESSION, LICENSE NUMBER AND STATE OF LICENSURE, IF APPLICABLE, AND PERCENT OF OWNERSHIP.
- 5. CERTIFICATION THAT THE REFERENCED LICENSED PROFESSIONALS WHO DO <u>NOT</u> HOLD A LICENSE IN PENNSYLVANIA ARE CURRENTLY LICENSED AND IN GOOD STANDING WITH THEIR STATE OF LICENSURE.