

**Board for Architects, Professional Engineers, Land Surveyors,
Certified Interior Designers and Landscape Architects
PROFESSIONAL LIMITED LIABILITY COMPANY INFORMATION SHEET**

All applicants shall have obtained a certificate of organization in the Commonwealth of Virginia, or if a foreign professional limited liability company, shall have obtained a certificate of registration to conduct business in Virginia from the State Corporation Commission (SCC) in accordance with §13.1-1105 of the *Code of Virginia*. The clerk's office of the Virginia SCC may be contacted at:

Virginia State Corporation Commission
P.O. Box 1197
Richmond, Virginia 23218
Phone: (804) 371-9733

Under no circumstances is a professional limited liability company authorized to render professional services in Virginia until it has obtained a certificate of organization or registration from the Virginia SCC; and a certificate of authority from the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects. The certificate of authority issued by the Virginia Board permits a professional limited liability company to practice only the professions shown on the certificate of authority.

If professional services are offered or rendered in a branch office, a separate *Professional Limited Liability Company Branch Office Registration Application* must be completed for each branch office. At least one currently licensed or certified responsible person (as defined by regulation 18VAC10-20-10) in each profession offered or practiced in each branch office must be resident at the branch to provide effective supervision and control of the final professional product.

- **The specific purpose of the professional limited liability company;**
- **At least two-thirds of the membership interests shall be held by individuals duly licensed or professional business entities legally authorized to render the services of architects, professional engineers, land surveyors, surveyor photogrammetrists, landscape architects, or by individuals or professional business entities legally authorized to use the title of certified interior designer. For those professional limited liability companies using the title of certified interior designer and providing the services of architects, professional engineers, land surveyors, (including surveyor photogrammetrists), landscape architects, or any combination thereof, the articles of organization or operating agreement shall provide that not less than two-thirds of the membership interest of the company shall be held by individuals who are duly licensed. The remainder of the membership interests of the professional limited liability company may be held only by individuals who are employees of the professional limited liability company whether or not those employees are licensed to render professional services or authorized to use a title.**
- **All members, managers, employees and agents who render professional services of architects, professional engineers, land surveyors (including surveyor photogrammetrists), landscape architects or use the title of certified interior designer are duly licensed or certified to provide those services.**
- **At least one member or manager currently licensed or certified in each profession offered or practiced shall be resident at the business to provide effective supervision and control of the final professional product.**

Professional limited liability companies are composed of one or more individuals or professional business entities known as members. The manager or other individual authorized by the members of the professional limited liability company to act on behalf of the company may execute documents in its name. Any change of managers, members, name, address, place of business in Virginia, registered agent or responsible person(s) of the profession(s) practiced or offered shall be reported to the Board in accordance with Board regulation 18VAC10-20-620.



**Board for Architects, Professional Engineers, Land Surveyors,
 Certified Interior Designers and Landscape Architects
 PROFESSIONAL LIMITED LIABILITY COMPANY REGISTRATION APPLICATION**

A check or money order payable to the **TREASURER OF VIRGINIA**,
 or a completed **credit card insert** must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

All applicants are required to read and understand the [Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations](#) available at: www.dpor.virginia.gov prior to applying for registration.

Select the type of action you are requesting:

X	Type of Action	Virginia Registration Number	Trans	Fee
<input type="checkbox"/>	New Application		1020	\$100.00
<input type="checkbox"/>	Change of Status	0 4 1 3		No Fee
	Reinstatement - Expired more than:			
<input type="checkbox"/>	6 months, but less than 5 years	0 4 1 3	4020	\$150.00
<input type="checkbox"/>	5 years	0 4 1 3	4020	\$300.00

Is the firm authorized (in accordance with the laws of the Commonwealth of Virginia) to conduct business in Virginia?

Yes All applicants shall have obtained a certificate of organization in the Commonwealth of Virginia, or if a foreign (out-of-state) professional limited liability company, shall have obtained a certificate of authority to conduct business in Virginia from the State Corporation Commission prior to registering with the Board. Each application shall include certified true copies of the certificate of organization; a copy of either the articles of organization or operating agreement required by 18VAC10-20-590; **and** if a foreign professional limited liability company, the certificate of authority issued by the State Corporation Commission.

No If no, this application **cannot** be processed.

1. Name of Professional Limited Liability Co. _____

2. Assumed or Fictitious Name _____

➤ Pursuant to §59.1-69 of the *Code of Virginia*; if an **Assumed** or **Fictitious Name** is to be used, a copy of the certificate filed with the State Corporation Commission must be included with this application.

3. Federal Employer Identification Number -
 Federal Employer Identification Number (12-3456789)

4. Mailing Address (PO Box accepted) _____
 The mailing address will be printed on the license.

City _____ State _____ Zip Code _____

5. Street Address (PO Box not accepted) _____
PHYSICAL ADDRESS REQUIRED

Check here if Street Address is the same as the Mailing Address listed above.

City _____ State _____ Zip Code _____

6. Contact Numbers _____
 Primary Telephone _____ Alternate Telephone _____ Fax _____

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0413	

7. Email Address

Email address is considered a public record and will be disclosed upon request from a third party.

8. Profession(s) to be practiced by the corporation and Virginia-licensed individual(s) in responsible charge:

- At least one director currently licensed or certified in each profession offered or practiced must be resident at this business location to provide effective supervision and control of the final professional product.

Select all that apply	Name/Title of Individual Resident & in Responsible Charge	VA License No.
<input type="checkbox"/> Architects	_____	0 4 0 1
<input type="checkbox"/> Professional Engineers	_____	0 4 0 2
<input type="checkbox"/> Land Surveyors	_____	0 4 0 3
<input type="checkbox"/> Surveyor Photogrammetrists	_____	0 4 0 8
<input type="checkbox"/> Landscape Architects	_____	0 4 0 6
<input type="checkbox"/> Interior Designers	_____	0 4 1 2

9. Do the professional limited liability company's articles of organization or operating agreement provide for management of the company by a manager or managers?

No

Yes If yes, list the managers that are duly licensed or otherwise legally authorized to render the same professional services (identified in #8) within the Commonwealth of Virginia.

- **Professional limited liability company managers** must be individuals or professional business entities that are duly licensed or otherwise legally authorized to render the same professional services within Virginia for which the company was formed.

Name	Title	License Number	State	Profession

10. List **all** members of the professional limited liability company:

Name	Employee?	Address	License Number	State	Profession	Percent of Interest
	<input type="checkbox"/> Y <input type="checkbox"/> N					
	<input type="checkbox"/> Y <input type="checkbox"/> N					
	<input type="checkbox"/> Y <input type="checkbox"/> N					
	<input type="checkbox"/> Y <input type="checkbox"/> N					

- **For non-foreign professional limited liability companies**, at least 2/3 of the membership interests of the professional limited liability company must be individuals or professional business entities that are duly licensed to render the same professional services within Virginia for which the company was formed. Only employees of the company may hold the remaining membership interest, regardless of whether or not they are licensed or otherwise legally authorized to render professional services.

For companies using the title of certified interior designers and providing the services of architects, professional engineers, land surveyors, surveyor photogrammetrists, landscape architects, or any combination thereof, the membership interests of the professional limited liability company shall be held in accordance with §13.1-1111 of the *Code of Virginia*.

11. Is the business a **foreign** professional limited liability company organized under the laws of a jurisdiction other than the Commonwealth of Virginia to perform a professional service (§13.1-1105 of the *Code of Virginia*)?

No

Yes If yes, list the name, address and Virginia license or certificate number of any other stockholder or employee (not previously listed) of the professional limited liability company who will be providing the professional service(s) in Virginia.

Name	Virginia License Number	Profession

12. Has this business ever been subject to a **disciplinary action** taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, complete the [Disciplinary Action Reporting Form](#).

13. A. Has this business ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

B. Has this business ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor**? *Any plea of nolo contendere shall be considered a conviction.*

No

Yes If yes, complete the [Criminal Conviction Reporting Form](#).

14. By signing this application,

- I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application for a certificate of authority to practice the professions selected on this application.
- I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
- I attest that the firm's articles of organization and operating agreement meet all the requirements set forth in 18VAC10-20-590.C. and 18VAC10-20-610.A. of the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.
- I also certify that the firm has complied with Chapter 13 of Title 13.1 and Chapter 4 of Title 54.1 of the *Code of Virginia*, and the *Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations*.

Print Name _____ Title _____

Signature _____ Date _____

Signature of Authorized Manager or Member