



# Ohio Architects Board Ohio Landscape Architects Board

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77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio  
43215-6108

Phone (614) 466-2316  
[www.arc.ohio.gov](http://www.arc.ohio.gov)

## Instructions for the 2014-2015 Renewal Firm Certificate of Authorization Application

### Each application must include:

- Notarized renewal application.
- Application must include Secretary of State entity number, which is available online at: <http://www.sos.state.oh.us/SOS/Businesses.aspx>, by phone at (614) 466-3910, or toll-free (877) 767-3453.
- Notarized Affidavits of Responsibility for each Ohio designated architect and/or Ohio landscape architect.
- **The firm renewal fee is \$100.00 for each profession; firms offering both architecture and landscape architecture services must pay \$200.00.**
- Make check or money order, U.S. dollars only, payable to: “**Treasurer, State of Ohio**”.
- Mail check and application to: Ohio Architects Board, 77 S. High St., 16th Floor, Columbus, OH 43215-6108.

### Important Information:

- Applications without the correct fee or with incomplete information will be returned.
- All *current* Certificates of Authorization expire on June 30, 2014.
- The renewal certificate authorizes the firm to provide services from July 1, 2014, through June 30, 2015.
- *The renewal certificate will be mailed to the firm* and must be displayed for public viewing.
- Failure to renew the Certificate of Authorization by the June 30 deadline renders the firm inactive and unauthorized to practice in Ohio.
- There is no grace period for late renewals. Renewals postmarked after June 30, 2014 must file a new application. (New firm application fee: \$125.00 per profession.)
- Firms are responsible for notifying the board within 30 days of any changes in the firm’s name, address, partners, managers, officers, members, directors, shareholders, designated architects/landscape architects, or re-distribution of ownership.
- 100% of shares or interest for all owners must be reported, along with design discipline, state and expiration date for all applicable design professional owners.
- Firms with a change of name must file a new application.
- Firms that do not wish to renew the Certificate of Authorization must notify the Board in writing.
- Firms that do not renew the Certificate of Authorization must dissolve or surrender their license to do business in the state of Ohio with the Ohio Secretary of State.
- Renewing a firm Certificate of Authorization is *not* the same as renewing an individual’s license to practice architecture (expires 12/31/15) or landscape architecture (expires 12/31/16) in the state of Ohio.



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## Renewal Application for the 2014-2015 Firm Certificate of Authorization

**This firm is registered with the Ohio Secretary of State as a:**

Corporation     
  Professional Association     
  Limited Liability Company     
  Partnership

Secretary of State Entity Number : \_\_\_\_\_

**This firm provides the following services in the State of Ohio:**

Architecture (\$100.00)     
  Landscape Architecture (\$100.00)     
  Architecture *and* Landscape Architecture (\$200.00)

**Contact Information:**

Firm Name/DBA		Firm Certificate Number	Contact Name	
Principal office street address			Contact Email	
City	State	Zip Code	County, if Ohio	
Mailing Address (if different from above)		Phone	Fax	

**List ALL Shareholders, Members, Partners, Managers, Directors, Officers & Trustees** (Use additional sheets if needed.)

Name		Design Discipline / Registration No. / State / Exp. Date	# of Shares Held
Principal Office Address			% Ownership
Telephone	Fax	Email	

Name		Design Discipline / Registration No. / State / Exp. Date	# of Shares Held
Principal Office Address			% Ownership
Telephone	Fax	Email	

Name		Design Discipline / Registration No. / State / Exp. Date	# of Shares Held
Principal Office Address			% Ownership
Telephone	Fax	Email	

<b>Board Use Only</b>	Check No.	Rec'd Date
Reviewed by/Initials	Review Date	Issue Date

**List the firm's Ohio designated responsible architects or landscape architects** (Use additional sheets if needed):

Name	Ohio Registration No./Expiration Date	# of Shares Held
Principal Office Address		% Ownership
Telephone	Fax	Email

Name	Ohio Registration No./Expiration Date	# of Shares Held
Principal Office Address		% Ownership
Telephone	Fax	Email

Name	Ohio Registration No./Expiration Date	# of Shares Held
Principal Office Address		% Ownership
Telephone	Fax	Email

**Affidavit of Authorization**  
(To be signed by person completing form)

State of \_\_\_\_\_, County of \_\_\_\_\_,

I, \_\_\_\_\_, being duly sworn, or affirmed, depose and say I am duly  
Print Name of Authorized Agent

authorized by \_\_\_\_\_ to prepare this application for a Certificate of Authorization  
Print Firm Name

and attest to the best of my knowledge and belief, that the information contained herein is true.

\_\_\_\_\_  
Signature and Title of Affiant

Subscribed and sworn, or affirmed, to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness my hand and seal hereto attached.

\_\_\_\_\_  
Notary Public

Notary Seal

My commission expires \_\_\_\_\_, \_\_\_\_\_.



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**AFFIDAVIT OF RESPONSIBILITY**

(Complete one for each Ohio designated responsible architect and/or landscape architect)

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, the undersigned affiant, under oath, being duly sworn, swear  
Print Name

I am a registered architect or landscape architect in the State of Ohio, \_\_\_\_\_  
Ohio Registration Number/ Expiration Date

issued by the Ohio Architects Board/Ohio Landscape Architects Board and that I am a  
designee of \_\_\_\_\_ and I accept the full responsibility for the professional  
Firm Name

activities and decisions of this firm and meet the requirements under law for this designation.

\_\_\_\_\_  
Signature of Affiant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness my hand and seal hereto attached –

\_\_\_\_\_  
Notary Public

Notary Seal

My commission expires \_\_\_\_\_, \_\_\_\_\_.