

**Instructions for the 2016-2017 Renewal  
Firm Certificate of Authorization Application**

**Each application must include:**

- Notarized renewal application.
  - Application must include Ohio Secretary of State entity number, which is available by phone at (614)466-3910, or toll-free (877) 767-3453, or online at [http://www5.sos.state.oh.us/ords/f?p=100:1:0::NO:1:P1\\_TYPE:NAME](http://www5.sos.state.oh.us/ords/f?p=100:1:0::NO:1:P1_TYPE:NAME)
- A notarized Affidavit of Responsibility must be included for each designated architect and/or 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, 2016.
- The renewal certificate authorizes the firm to provide services from July 1, 2016, through June 30, 2017.
- The renewal certificate will be mailed to the firm and *must be displayed* for public viewing.
- Existing "Dual firms" have been assigned *two* license numbers. The numbers can be searched at <https://license.ohio.gov/lookup/default.asp>
- Firms offering *both* architecture and landscape architecture ("dual firms") will receive *two* certificates with *two* different license numbers.
- 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, 2016 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.
- For all owners, the number of shares owned and % of shares owned (must total 100%), 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 the firm 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 12/31/17) or landscape architecture (expires 12/31/16) in the state of Ohio.



# Ohio Architects Board Ohio Landscape Architects Board

77 South High Street, 16<sup>th</sup> Floor Columbus, Ohio 43215-6108 (614) 466-2316

## Renewal Application for the 2016-2017 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 <b>and</b> Landscape Architecture (\$200.00)
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**Contact Information:**

Firm Name/DBA		Architecture Firm Certificate #	Landscape Architecture Firm Certificate #
Mailing address		Contact Name	
Street		Contact Email	
City	State	Zip Code	Phone

**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

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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 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 \_\_\_\_\_, \_\_\_\_\_.