

**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 in accordance with § 13.1-1105 of the *Code of Virginia*. The Virginia SCC may be contacted at:

Virginia State Corporation Commission  
PO Box 1197  
Richmond, VA 23218  
Phone: (804) 371-9967  
TDD: (804) 371-9206

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 State Corporation Commission; 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 18 VAC 10-20-10) 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.

18 VAC 10-20-590.C of the *Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects Regulations* requires a written affirmative affidavit attesting to the inclusion of the following information in the PLLCs articles of organization or operating agreement:

- ➔ The specific purpose of the professional limited liability company.
- ➔ At least 2/3 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 or land surveyors or by individuals or professional business entities legally authorized to use the title of certified landscape architects or certified interior designers. For those professional limited liability companies using the title of certified interior designers and providing the services of architects, professional engineers or land surveyors, or any combination thereof, the articles of organization or operating agreement shall provide that not less than 2/3 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 or land surveyors or use the title of certified landscape architects or certified interior designers 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.

Foreign professional limited liability company articles of organization or operating agreement shall state that the professional limited liability company's activities in Virginia shall be limited to rendering the services of architects, professional engineers, land surveyors, certified landscape architects and certified interior designers, or any combination thereof. Foreign professional limited liability companies are not required to comply with the provisions of 18 VAC 10-20-590.C.2 of the board regulations.

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 18 VAC 10-20-620.



**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 available at <http://www.dpor.virginia.gov/dporweb/forms/fin/creditcard.pdf> 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](http://www.dpor.virginia.gov) prior to applying for registration.

*Please use black or blue ink when completing this application.*

Select the type of action you are requesting on this application.

Type of Action	VA Registration No.	Trans	Fee	X
New application		1020	\$100.00	<input type="checkbox"/>
Change of status	0413		No Fee	<input type="checkbox"/>

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 registration 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 including the written affirmative affidavit required by 18 VAC 10-20-590; **and** if a foreign professional corporation, the certificate of registration issued by the State Corporation Commission.

No

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

1. Name of Professional Limited Liability Co. \_\_\_\_\_

2. Trade or Fictitious Name \_\_\_\_\_

If a Trade or Fictitious Name is to be used, a copy of the certificate filed with the State Corporation Commission or locality pursuant to § 59.1-69 of the Code of Virginia must be included with this application.

3. Federal Employer Identification No.  -

4. Street Address (PO Box not accepted) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

5. Mailing Address (PO Box accepted) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_

6. E-mail Address \_\_\_\_\_

7. Telephone Number \_\_\_\_\_ Facsimile Number \_\_\_\_\_

8. Profession(s) to be practiced by the professional limited liability company.

At least one manager or member 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.

<u>Select all that apply</u>	<u>Supervising Manager or Member</u>	<u>VA License No.</u>
Architects <input type="checkbox"/>	_____	0401
Professional Engineers <input type="checkbox"/>	_____	0402
Land Surveyors <input type="checkbox"/>	_____	0403
Landscape Architects <input type="checkbox"/>	_____	0406
Interior Designers <input type="checkbox"/>	_____	0412

FOR OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
			1020			0413	

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.

Name	Title	License No.	State	Profession

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.

10. Members of the professional limited liability company (attach a separate sheet of paper if more space is needed)

Name	Employee?	Address	License No.	State	Profession	Percent of Interest
	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 <input type="checkbox"/>					
	Y <input type="checkbox"/> N <input type="checkbox"/>					
	Y <input type="checkbox"/> N <input type="checkbox"/>					

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 or land surveyors, 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 your 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 manager or member (not previously listed) of the professional limited liability company who will be providing the professional service(s) in Virginia.

Name	VA License No.	Profession

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

No

Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. Has the business ever been convicted in any jurisdiction of **any felony or misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No

Yes  If yes, list the felony and/or misdemeanor conviction(s). Attach the original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documents of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

*Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which convicted. The address is available from your local police department.*

*Original criminal history records may be obtained by contacting the state police in the jurisdiction in which convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, PO Box 27472, Richmond, VA 23261-7472.*

14. 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 the first page of this form. I attest that the firm's articles of organization and operating agreement meet all the requirements set forth in 18 VAC 10-20-590.C. 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*; and I understand this affidavit.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

**Notarization**

In the State of \_\_\_\_\_, City/County of \_\_\_\_\_, subscribed and sworn before me,

The undersigned Notary Public in and for the City/County aforesaid this \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_.

My commission expires the \_\_\_\_\_, day of \_\_\_\_\_, 20 \_\_\_\_.

*Affix official seal here.*

\_\_\_\_\_  
Signature of Notary Public

For Official Use Only		
Date	Approved	Disapproved