



New Jersey Office of the Attorney General

Division of Consumer Affairs
New Jersey State Board of Architects
124 Halsey Street, 3rd Floor, P.O. Box 45001
Newark, New Jersey 07101
(973) 504-6385



Certificate of Authorization Application Requirements and Instructions

Dear Applicant:

Please be advised that the following are the requirements for a Certificate of Authorization in the State of New Jersey.

Pursuant to N.J.S.A. 45:3-17 - Architectural services shall not be rendered or offered through any business associations other than a sole proprietorship of a licensed architect, a partnership of licensed architects, a partnership of closely allied professionals including at least one licensed architect, a professional service corporation established pursuant to the "Professional Service Corporation Act," P.L.1969, c.232 (C.14A:17-1 *et seq.*), a corporation authorized pursuant to section 5 of P.L.1989, c.275 (C.45:3-18) or as prescribed in the "Building Design Services Act," P.L.1989, c.277 (C.45:4B-1 *et seq.*).

Nothing in this section shall prohibit a licensed architect from rendering architectural services as an agent, director, member, officer, shareholder, associate, employee or partner of a person whose principal business is space planning services, interior design services or the substantial equivalent thereof; provided that the architect, at all times, exercises independent professional judgment in the rendering of architectural services, and adheres to the standards set forth in section 1 of P.L. 1989, c. 275 (C.45:3-1.1).

Pursuant to N.J.S.A. 45:3-18 - The board shall issue a certificate of authorization to certain corporations and those corporations shall be authorized to offer architectural services as follows:

- a. A corporation may offer to provide architectural services in this State if: (1) two-thirds (2/3) of the directors are licensed architects; and, (2) two-thirds (2/3) of the shares of stock are owned by licensed architects. This subsection shall not apply to a professional service corporation established pursuant to the "Professional Service Corporation Act," P.L.1969, c.232 (C.14A:17-1 *et seq.*).
- b. A corporation may offer to provide architectural and closely allied professional services in this State if: (1) at least two-thirds (2/3) of the directors are licensed architects and closely allied professionals; (2) at least one director is a licensed architect; (3) two-thirds (2/3) of the shares are owned by licensed architects or closely allied professionals; and, (4) a minimum of 20% of the shares are owned by licensed architects. This subsection shall not apply to a professional service corporation established pursuant to the "Professional Service Corporation Act," P.L.1969, c.232 (C.14A:17-1 *et seq.*).

The certificate of authorization shall designate a New Jersey licensee or licensees who are in responsible charge of the architectural activities and decisions of the corporation. All final drawings, papers or documents involving the practice of architecture, when issued by the corporation or filed for public record, shall be signed and sealed by the New Jersey licensee who is in responsible charge of the work.

Pursuant to N.J.A.C. 13:27-4.8 -

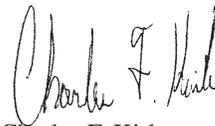
- a) Upon review and approval by the Board of a completed application, the Board shall issue a certificate of authorization to a limited liability company (LLC) or a corporation, other than a professional service corporation established pursuant to the "Professional Service Corporation Act," P.L. 1969, c.232 (N.J.S.A. 14A:17-1 *et seq.*), if the LLC or corporation meets the following requirements:
 - 1) At least two-thirds of the LLC's or corporation's directors are licensed architects and at least two-thirds of the ownership interest is owned by licensed architects; or
 - 2) At least two-thirds of the directors are licensed architects and closely allied professionals, at least one director is a licensed architect, at least two-thirds of the ownership interest is owned by licensed architects or closely allied professionals, and a minimum of 20 percent of the shares are owned by licensed architects.
- b) In applying for a certificate of authorization, an applicant shall submit to the Board:
 - 1) The application fee of \$100.00 payable by check or money order.
 - 2) A completed application form designated by the Board which shall include the following:
 - i) The name and address of the LLC or corporation and its satellite offices;
 - ii) The names, addresses, license numbers and signatures of all officers, board members, directors, principals and any licensees who shall be in responsible charge of the practice of architecture through the LLC or corporation;

- iii) The names, addresses, license numbers, and amount and percentage of ownership interest of all stockholders of the LLC or corporation who are licensees of the Board or who are closely allied professionals;
 - iv) The names, addresses, and amount and percentage of ownership interest of the LLC or corporation who are not licensees of the Board nor closely allied professionals; and
 - v) The name and address of the LLC's or corporation's registered agent for service of process in New Jersey;
- 3) A certified copy of the Certificate of Formation or Incorporation for an LLC or corporation created in this State or, for an LLC or corporation created outside New Jersey, a certified copy of a Certificate of Authority issued by the Division of Revenue in the New Jersey Department of Treasury and a certified copy of the Certificate of Formation or Incorporation, or its equivalent, issued by the home state; (To obtain the certificate, call (609) 292-9292 or log onto www.nj.gov/njbgs.)
- 4) A copy of the most current annual report filed with the Division of Revenue in the New Jersey Department of Treasury; and (To obtain the certificate, call (609) 292-9292 or log onto www.nj.gov/njbgs.)
- c) The certificate of authorization shall designate all New Jersey licensees who are in responsible charge of the architectural activities and decisions of the LLC or corporation. All final drawings, papers and documents involving the practice of architecture, when issued by the LLC or corporation or filed for public record, shall be signed and sealed by the New Jersey licensee who is in responsible charge of the work.
- d) The LLC or corporation that has been issued a certificate of authority and its licensees who are in responsible charge of the architectural activities and decisions of the LLC or corporation have a continuing duty to inform the Board within 30 days of any change in the information that was provided to the Board as required above, including a copy of each annual report filed with the Division of Revenue.
- e) Misrepresentation of any information provided to the Board or failure to provide updated information as required under (d) above may result in the suspension of the certificate of authority and/or may be deemed to be professional misconduct of the licensees found to be in responsible charge of the architectural activities and decisions of the LLC or corporation.

Should you meet the above requirements, please complete and return the attached application with your check or money order in the amount of \$100.00, payable to the State of New Jersey.

Please be advised that false information, if proven at any time, may subject applicant to revocation of license. If there are any questions, please contact the Board at 973-504-6385.

Very truly yours,
New Jersey State Board of Architects



Charles F. Kirk
Acting Executive Director

DETAILS OF OWNERSHIP

- Architectural Services
 Architectural and Closely Allied Professional Services

Designation:* D = Director M = Manager or Member O = Officer
 P = Principal Stockholder A = All designations

Please specify if more than one designation is applicable.

I certify that I am familiar with the laws and regulations governing the practice of architecture in New Jersey. I am aware that the Certificate of Authorization may be revoked if any agent, employee, director or officer of the corporation or manager or member of a limited liability company violates or causes to be violated any provisions of those laws or regulations.

| Name and address (and title if any) of each officer, director, manager and principal stockholders. | *Desig. | | Number of shares | | New Jersey license number | Signature |
|--|---------|---|------------------|---------|---|-----------|
| | D | M | Owned | Percent | | |
| | | | | | RA _____ PP _____ PE _____ LA _____ LS _____ ID _____ | |
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Use an additional sheet of paper if necessary.

Total shares issued and outstanding.
 Issued: _____
 Outstanding: _____

In accordance with N.J.A.C. 13:27-4.8(d), the L.L.C. or corporation and its licensees have a continuing duty to inform the Board within 30 days of any change in the information that was originally provided to the Board.

Signature of licensee in-responsible-charge

FOR OFFICE USE ONLY

Approved Fee _____ Certificate of Authorization number _____
 Not approved Comments _____

Signed _____ Date issued _____