



# *Louisiana Professional Engineering and Land Surveying Board*

## **Application for Firm Licensure**

### **INSTRUCTIONS**

1. The application must be typed. We *do not* accept handwritten applications.
2. Do not leave any section blank; please state “not applicable” or “none” if such is the case.
3. Use a continuation sheet for any section as necessary.
4. Be sure to sign and date the application. Digital signatures are not acceptable and the entire package will be returned.
5. Mail, email or hand deliver the application and the applicable fee shown below to:

**Louisiana Professional Engineering and Land Surveying Board  
9643 Brookline Avenue, Suite 121  
Baton Rouge, LA 70809-1433**

For emails, please send the application, all documents and payment authorizations to [Latasha@lapels.com](mailto:Latasha@lapels.com).

6. The application fee is non-refundable and must be submitted with the application. Enclose a check made payable to “LAPELS” or a completed Credit Card Authorization Form found [here](#) in one of the following amounts, depending on the type of firm:

Engineering Firm only - \$165.00

Land Surveying Firm only - \$165.00

Engineering and Land Surveying Firm - \$330.00

7. The application must be accompanied by a Certificate of Good Standing or a Certificate of Authority from the Louisiana Secretary of State.

Contact information for the Louisiana Secretary of State is as follows:

**Louisiana Secretary of State - Corporations Section**  
P.O. Box 94125  
Baton Rouge LA 70804-9125  
Telephone: (225) 925-4704 Fax: (225) 925-4726  
Email: [commercial@sos.louisiana.gov](mailto:commercial@sos.louisiana.gov)

Website: <http://www.sos.la.gov/Home/Commercial/Corporations/tabid/813/Default.aspx>

Please also attach one of the following documents (if applicable) to the application:

- Louisiana corporations and limited liability companies must provide a certified copy of the firm’s certificate of incorporation or organization issued by the Louisiana Secretary of State.
- Louisiana partnerships must provide a certified copy of the firm’s articles of partnership.
- Foreign (non-Louisiana) corporations, limited liability companies, partnerships and other foreign entities must provide a certified copy of the firm’s certificate of authority to do business in Louisiana issued by the Louisiana Secretary of State.

8. *The application fee referenced above (#6) is **not a renewal fee**.* Upon receipt and approval of the application, your firm’s license will be placed in the current renewal cycle. Renewal invoices are mailed approximately five weeks prior to the expiration date of either March 31<sup>st</sup> or September 30<sup>th</sup>.

**Notes:**

<sup>1</sup> Separate license numbers will be issued for engineering firms and land surveying firms.

<sup>2</sup> The firm name must be the same as shown on the applicable certificate issued by the Louisiana Secretary of State.

<sup>3</sup> “Foreign” means outside Louisiana. A foreign firm must be authorized by the Louisiana Secretary of State to do business in Louisiana.



# *Louisiana Professional Engineering and Land Surveying Board*

## **Application for Firm Licensure**

Date of application:

Type of firm:     Engineering     Land Surveying     Engineering and Land Surveying<sup>1</sup>

1. Name of firm<sup>2</sup>:

2. Primary mailing address:

3. Primary physical address:

4. Federal taxpayer identification number (TIN):

5. Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

6. Website address:

7. Contact name: \_\_\_\_\_ Email address: \_\_\_\_\_

8. Physical and mailing addresses of location(s) in Louisiana where the firm has offices. (If the firm has no offices in Louisiana, indicate accordingly):

9. Brief description of services to be provided by the firm in Louisiana:

10. Provide information appropriate to your firm in the spaces below<sup>3</sup>:

- |   |                    |        |
|---|--------------------|--------|
| <input type="checkbox"/> Louisiana corporation                          | Date incorporated: |        |
| <input type="checkbox"/> Foreign corporation <sup>4</sup>               | Date incorporated: | State: |
| <input type="checkbox"/> Louisiana limited liability company            | Date formed:       |        |
| <input type="checkbox"/> Foreign limited liability company <sup>4</sup> | Date formed:       | State: |
| <input type="checkbox"/> Louisiana partnership                          | Date formed:       |        |
| <input type="checkbox"/> Foreign partnership <sup>4</sup>               | Date formed:       | State: |
| <input type="checkbox"/> Other Louisiana firm type                      | Date formed:       |        |
| <input type="checkbox"/> Other foreign firm type <sup>4</sup>           | Date formed:       | State: |

For LAPELS office use only – do not write in this area			
<i>Payment</i>	<i>Enforcement Checks</i>	<i>Scores</i>	<i>Documents</i>
Check Amount \$	CAVU	LRQ %	EF
Check #	NCEES	PEQ %	VF
	SOS	SOP %	

11. Certification by designated supervising professional(s):

The following licensees are hereby designated as supervising professionals of the firm and each hereby certifies that:

- a. I have successfully completed the Board’s online Louisiana Laws and Rules Quiz with a score of 90% or higher within the past two calendar years. *Provide either evidence of prior successful completion or complete the online quiz at <https://www.lapels.com/quiz>.*
- b. I have successfully completed the Board’s online Louisiana Professionalism and Ethics Quiz with a score of 90% or higher within the past two calendar years. *Provide either evidence of prior successful completion or complete the online quiz at <https://www.lapels.com/quiz>.*
- c. I have successfully completed the Board’s online Louisiana Standards of Practice for Boundary Surveys Quiz with a score of 90% or higher within the past two calendar years. *Provide either evidence of prior successful completion or complete the online quiz at <https://www.lapels.com/quiz>.*
- d. I have read and understand the Laws and Rules of the Board (<http://www.lapels.com/LawsRules.html> ); and
- e. I acknowledge my responsibility to inform the Board, in writing, within thirty (30) days of any change of my employment or supervising professional status with the firm.

Name of Supervising Professional	Signature	Date	PE or PLS	Louisiana License Number
<i>Attach continuation sheet if necessary</i>				

12. Violations by the firm:

Has the firm ever been convicted of a felony or of a crime of moral turpitude or entered a plea of guilty or *nolo contendere* to a felony charge or to a crime of moral turpitude under the laws of the United States or any state, territory or district of the United States?  
 Check one:      Yes      No

Has the firm ever been convicted of any crime or entered a plea of guilty or *nolo contendere* to any criminal charge an element of which is fraud or which arises out of the firm’s practice of engineering or land surveying?  
 Check one:      Yes      No

Has the firm ever been convicted of any civil or criminal violation of, or entered a plea of guilty or *nolo contendere* to any criminal charge under, the Louisiana Campaign Finance Disclosure Act or any other campaign finance and/or practices laws of the State of Louisiana, the United States, or any state, territory or district of the United States?  
 Check one:      Yes      No

Has the firm been the subject of a disciplinary action by the engineering or land surveying licensing authority in another state, territory or district of the United States? Check one:  Yes  No

If the answer to any of these questions is "Yes", provide the date and the pertinent facts of the case or proceeding including its final disposition. *Attach additional pages if necessary.*

13. Has the firm ever practiced or offered to practice engineering or land surveying in Louisiana?  Yes  No

If the answer to this question is "Yes", explain in detail the facts surrounding such practicing or offering to practice and submit a project list, with offer date, and start/completion dates of all engineering and land surveying work which the firm has offered and/or performed in Louisiana during the past five years. *Attach additional pages if necessary. You may be required to submit additional information on these projects at a later date.*

14. Certification by authorized officer of the firm:

I certify that I have read the contents of this application and to the best of my knowledge, information and belief the statements and information in this application are true and correct in substance and effect and are made in good faith. I have not omitted any information requested in this application. I am aware that such an omission or untrue response may constitute fraud, deceit, material misstatement, perjury or the giving of false or forged evidence under Louisiana Revised Statutes 37:698 and 37:700.

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Name of Authorized Officer

Signature

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Title

Date

**Extract from Louisiana Administrative Code 46:LXI.2305 (Rules of the Board):**

The full text of the Licensure Law and the Rules of the Board are available by request to the Board office or from the Board's website at [www.lapels.com](http://www.lapels.com)

**§2305. Supervising Professional**

A.1. Each firm licensed with the board shall designate one or more supervising professionals. Each supervising professional shall be a licensed professional:

- a. whose primary employment is with the firm on a full-time basis; or
- b. whose secondary employment is with the firm, provided the supervising professional is an owner of the firm.

2. The supervising professionals of an engineering firm shall be professional engineers. The supervising professionals of a land surveying firm shall be professional land surveyors.

3. The responsibilities of a supervising professional include:

- a. renewal of the firm's license and notification to the board of any change in the firm's supervising professionals;

b. institution and adherence of policies of the firm that are in accordance with the licensure law and the rules of the board; and

c. ensuring that all professional services provided by the firm are performed by or under the responsible charge of a licensed professional.

B. Nothing herein shall prohibit a supervising professional from also being in responsible charge of professional services provided by the firm.

C. A failure to comply with any of the provisions of this Chapter may subject both the licensed firm and the supervising professional to disciplinary action by the board.

D. Compliance with this Section will not be met by a contractual relationship between the firm and a licensed professional or a firm of licensed professionals in which such licensed professional or firm of licensed professionals is available on a consultative basis. Nor will it be considered compliance if a licensed professional is related to the firm solely in a nominal or inactive capacity.