

**State of Florida**  
**Department of Business and Professional Regulation**  
**Board of Architecture and Interior Design**  
**Application to Qualify an Architectural Business Organization**  
**Form # DBPR AR 5**

**Requirements for Qualified Architectural Business Organization**

- At least one of the principal officers, directors, owners or managing members (see definition below) of the corporation or limited liability company, partner of a partnership, or person practicing under a fictitious name must be a Florida licensed architect.
  - o A principal officer as defined and registered with the Department of State, Division of Corporations [www.sunbiz.org](http://www.sunbiz.org); or
  - o Any other officer who has management responsibilities in the business entity, as documented by the charter or by-laws.
- All personnel of the business entity who act in its behalf in Florida as architects must be Florida licensed architects.

**APPLICATION CHECKLIST – IMPORTANT – Submit all items on the checklist below with your application to ensure faster processing.**

**APPLICATION REQUIREMENTS**

- Complete application form # DBPR AR-5 Application for Certificate of Authorization Architectural Business
- Provide proof of the Certificate of Status as registered with the Department of State, Division of Corporations ([sunbiz.org](http://sunbiz.org))

**Please mail your completed application, documentation and required fee(s) to:**

Department of Business and Professional Regulation  
 2601 Blair Stone Road  
 Tallahassee, Florida 32399-0783

**Important Information:**

1. Per Section 481.219(5), Florida Statutes, a qualified business organization shall be required for a corporation, limited liability company, partnership, or person practicing under a fictitious name, offering architectural services to the public jointly or separately.
2. Exceptions to the qualified business organization requirement:
  - a. A person is not required to qualify a business organization when practicing under a fictitious name if the individual practices in his or her own name and is a sole proprietor. Example: John Smith Architectural Design.
  - b. Branch offices do not require additional qualification as long as they practice in the same name registered with the Florida Department of State, Division of Corporations and licensed by the Department of Business and Professional Regulation (DBPR).
3. Florida Statutes strictly **prohibit** the offering or solicitation of architectural services prior to a business organization being qualified by a Florida licensed architect).
4. Section 481.221(10), Florida Statutes, each business organization must include the license number of the registered architect who serves as the qualifying agent for that business organization in any newspaper, telephone directory, or other advertising medium. A person practicing in his or her own name as a sole proprietor shall include their personal architect license number in advertisements. Refer to Rule 61G1-11.013, Florida Administrative Code for additional advertising requirements.
5. Rule 61G1-12.001, Florida Administrative Code, states in part that an architect, corporation, partnership, or business entity holding a certificate of authorization shall not advertise goods or services in a manner which is fraudulent, false, deceptive, or misleading in form or content. If the business entity name contains the word "architects" then the business entity must employ more than one licensed architect. Corporate, partnership or fictitious names shall not be used or displayed except in conjunction with the word or words "architect", "architecture", or "architectural" clearly

indicating that such business entity engages in the practice of architecture. If the business entity name does not include “architect”, “architecture”, or “architectural”, the business entity must identify such services on their business stationery and advertisements.

6. Section 481.229(5) (a), Florida Statutes, nothing contained in this part shall prevent a registered architect or a partnership, limited liability company, or corporation holding a valid certificate of authorization to provide architectural services from performing any interior design service or from using the title “interior designer” or “registered interior designer”.

7. Rule 61G1-16.004, Florida Administrative Code, Title Block, provides information about signing and sealing plans as a qualified business organization.

## Instructions

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation, Customer Contact Center, at 850.487.1395.*

## Application Instructions by Section

### 1) Section I- Application Type

- a) Select the transaction, Qualify an Architectural Business Organization..

### 2) Section II- Company Information

- a) Provide the name of the architectural business for which you are applying to qualify as it is registered with the Florida Department of State, Division of Corporations at [www.sunbiz.org](http://www.sunbiz.org).
- b) The “Doing Business As” (D/B/A) name must be provided as it is registered with the Florida Department of State, Division of Corporations, if the architectural business uses a fictitious name to conduct business. A fictitious name is any name under which a person transacts business in this state, other than his/her legal name. Example- A business named Smith Architectural Business, which is not incorporated, would be considered a fictitious name because “Smith” alone is not an individual’s legal name.
- c) Applicants must provide the Tax Identification Number for the business to be licensed. (Federal Employer Identification number or Social Security number, as applicable.) See [www.irs.gov](http://www.irs.gov) for more information.
- d) Select the type of business organization which applies to the architectural business for which you are applying to qualify.
- e) Provide the mailing address of the architectural business. This may be a post office address.
- f) Provide the street address where the architectural business will be conducting business. A post office box address is not acceptable for the business location.
- g) Contact information is often used to quickly resolve questions with applications by telephone call or email. If contact information is not provided, questions regarding applications will be mailed to the applicant’s mailing address and may take longer to resolve.
  - i. Enter the name of the contact person for the architectural business. This should be an officer, partner, or managing member of the business able to answer questions regarding this application.
  - ii. Provide a valid telephone number and email address so that the Department may contact you regarding your application or license.

### 3) Section III- Qualifier and Responsible Supervisor Information

- a) Provide the name, principal officer title/position as defined and registered with the Department of State, Division of Corporations [www.sunbiz.org](http://www.sunbiz.org), and the Florida architect license number of the person who will qualify the architectural business.
- b) Provide the qualifying architect’s email address and telephone number.
- c) Answer whether the qualifying architect will also serve as the responsible supervisor for the architectural business organization.
- d) If the qualifying architect will not be the responsible supervisor for the architectural business, provide the name, title/position, Florida architect license number and contact information for the person who will serve as the responsible supervisor of the architectural business. If another licensee, other than the qualifier, serves as the responsible supervisor in control of the business, that individual is not required to be a principal officer.

### 4) Section IV- Principal Officers, Partners, and Architects

- a) Provide the name, principal officer title/position, Florida architect license number, and contact information for each person who is a principal officer, partner, or a licensed architect employed by the architectural business in Florida.

**5) Section V- Background Questions**

- a) Answer the background questions. If you answer "YES" to any question, attach an explanation of the circumstances and resolutions to such action.

**6) Section VI- Branch Office Information**

- a) Provide the street address where the architectural business branch office will be conducting business. A post office box address is not acceptable for the branch office business location.
- b) Provide the name, Florida architect license number, and contact information for the architect who will serve as the responsible supervisor of the branch office.

**7) Section VII- Marketing Office Information**

- a) Provide the street address where the architectural business marketing office will be conducting business. A post office box address is not acceptable for the business location.
- b) Provide a valid email address and phone number for each location.

**8) Section VIII- Affirmation by Written Declaration**

- a) Qualifying Agent must read, sign, and date the affirmation by written declaration.
- b) If the applicant fails to sign the affirmation statement, the application will not be complete and cannot be approved.

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**For additional information see the Instructions at the beginning of this application.**

**Section I – Application Type**

APPLICATION TRANSACTION TYPE
<input type="checkbox"/> Qualify an Architectural Business Organization [0202/1030]

**Section II – Business Organization Information**

BUSINESS ORGANIZATION INFORMATION		
Business Name:		
Doing Business As (D/B/A):		
Tax Identification Number:		
Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Fictitious Name <input type="checkbox"/> Other (please specify): _____		
MAILING ADDRESS		
Street Address or P.O. Box		
City	State	Zip Code
County (if Florida address)	Country	
BUSINESS LOCATION ADDRESS		
Street Address		
City	State	Zip Code
County (if Florida address)	Country	
CONTACT INFORMATION		
Contact Name:		
Primary Phone Number	Primary E-Mail Address	



**Section III – Qualifier and Responsible Supervisor Information**

<b>QUALIFYING ARCHITECT</b>			
<p><b>NOTE:</b> Each business entity is required to be qualified by a Florida licensed architect. The qualifier must have a current, active license in Florida and be a principal officer of the business organization as defined and registered with the Florida Department of State, Division of Corporations at <a href="http://www.sunbiz.org">www.sunbiz.org</a>. The architect's name and position must be clearly identified within the business organization's Articles of Incorporation as filed in Florida or other jurisdiction where foreign corporations are concerned.</p>			
Last/Surname	First	Middle	Suffix
Principal Officer Title/Position		License Number	
Email Address		Phone Number	
<b>RESPONSIBLE SUPERVISOR</b>			
<p><b>NOTE:</b> Each architectural office maintained for the preparation of drawings, specification, reports, and other professional work shall have a registered architect within that office with full authority and in responsible charge, having direct knowledge and supervising control over such work. <a href="#">See Rule 61G1-23.010, Florida Administrative Code</a> for more information regarding the requirements and responsibilities of a responsible supervisor.</p> <p>The architect providing responsible supervisory control for the projects of an office location must be a full time employee within that office location. <b>An architect may only provide responsible supervisory control over one location.</b></p> <p>An architect may qualify several business entities but may only be the architect providing responsible supervisory control over one business location unless all businesses are at the same physical address/location.</p>			
<p>Is the qualifying architect also the responsible supervisor in control?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If "No," please provide the information below:</p>			
Last/Surname	First	Middle	Suffix
Title/Position		License Number	
Email Address		Phone Number	

**Section IV – Principal Officers, Partners, and Architects**

<b>PRINCIPAL OFFICERS, PARTNERS, AND ARCHITECTS</b>			
Provide the information below for all principal officers, partners, and other licensed architects employed by the business organization in Florida. If the business organization's name contains the word "architects", identify additional licensed architect below. Attach additional copies as necessary.			
Last/Surname	First	Middle	Suffix
Principal Officer Title/Position		License Number	
Email Address		Phone Number	
Last/Surname	First	Middle	Suffix
Principal Officer Title/Position		License Number:	
Email Address:		Phone Number	
Last/Surname	First	Middle	Suffix
Principal Officer Title/Position		License Number	
Email Address		Phone Number	
Last/Surname	First	Middle	Suffix
Principal Officer Title/Position		License Number	
Email Address		Phone Number	

**Section V- Background Questions**

<b>BACKGROUND QUESTIONS</b>	
<p>1. Has this business entity ever been a defendant in civil or criminal litigation as related to the practice of architecture?</p> <p>*If yes, please generate a separate attachment which thoroughly explains the circumstances and resolution surrounding such action.</p>	<input type="checkbox"/> YES* <input type="checkbox"/> NO
<p>2. Has disciplinary action ever been sanctioned against the business organization by a State regulatory board?</p> <p>*If yes, please generate a separate attachment which thoroughly explains the circumstances and resolution surrounding such action.</p>	<input type="checkbox"/> YES* <input type="checkbox"/> NO
<p>3. Has disciplinary action ever been sanctioned against any business organization officers, directors or individuals with ownership rights acting on behalf of the company by a State regulatory board?</p> <p>*If yes, please generate a separate attachment which thoroughly explains the circumstances and resolution surrounding such action.</p>	<input type="checkbox"/> YES* <input type="checkbox"/> NO
<p>4. Is this application being submitted in response to a citation or notice of non-compliance?</p> <p>*If yes, please attach a copy of the citation or notice of non-compliance with the application.</p>	<input type="checkbox"/> YES* <input type="checkbox"/> NO

**Section VI- Branch Office Information**

<b>BRANCH OFFICE INFORMATION</b>		
List all branch offices located in Florida. Attach additional copies as necessary. Branch offices are considered full service facilities offering architectural services. A Florida licensed architect <b>MUST</b> be assigned to each branch office. List all branch offices located within the State of Florida and the architect who will be in responsible supervisory control of all architectural work conducted within the branch office. Branch offices do not require an additional license but advertisements such as stationery require the same business organization name as registered with the Department of State and licensed by DBPR.		
<b>Branch Office Location 1</b>		
Street Address		
City	State	Zip Code
Responsible Supervisor		License Number
Email Address		Phone Number
<b>Branch Office Location 2</b>		
Street Address		
City	State	Zip Code
Responsible Supervisor		License Number
Email Address		Phone Number
<b>Branch Office Location 3</b>		
Street Address		
City	State	Zip Code
Responsible Supervisor		License Number
Email Address		Phone Number

**Section VII- Marketing Office Information**

<b>MARKETING OFFICE INFORMATION</b>		
List all marketing offices located in Florida. Attach additional copies as necessary. <b>NOTE:</b> No production of drawings, specifications, reports or other related work is allowed to occur in a marketing office. Such office is intended solely for the purpose of advertising or marketing a business' service to the public. Client contact permitted in a marketing office by non-registered persons shall only include marketing a business' qualifications and capabilities. Any office where other activities, including contract negotiations or the beginning of conceptual drawings is considered a BRANCH office.		
<b>Marketing Office Location 1</b>		
Street Address		
City	State	Zip Code
Email Address		Phone Number
<b>Marketing Office Location 2</b>		
Street Address		
City	State	Zip Code
Email Address:		Phone Number:

**Section VIII – Affirmation by Written Declaration**

<b>AFFIRMATION BY WRITTEN DECLARATION</b>	
<p>I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. <b>I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.</b></p>	
Signature	Date
Print Name	