



Ohio Administrative Code Rule 4703-3-02 Architectural firms.

Effective: April 15, 2022

(A) All architectural firms legally formed for the purpose of providing architectural services are required to obtain a certificate of authorization from the board. Each firm authorized by the board to provide such services shall meet the following requirements:

(1) More than fifty per cent of the partners, members or shareholders and more than fifty per cent of the directors, in the case of a corporation or professional association, or the trustee(s) of an employee stock ownership plan, shall be professional engineers, surveyors, architects, or landscape architects or a combination thereof and who are currently licensed in any state. A corporation is exempt from the requirements of this paragraph if the corporation was granted a charter prior to August 7, 1943, to engage in providing architectural services or was otherwise lawfully providing architectural services prior to November 15, 1982.

(2) More than fifty per cent of the interests or shares of the firm, partnership, association, employee stock ownership plan trust shares, or corporation shall be held by professional engineers, surveyors, architects or landscape architects or a combination thereof and who are currently licensed in any state. A corporation is exempt from the requirements of this paragraph if the corporation was granted a charter prior to August 7, 1943, to engage in providing architectural services or was other lawfully providing architectural services prior to November 15, 1982.

(3) Each architectural firm shall designate one or more architects as being in responsible charge of the architectural activities and decisions of the firm. Each architect in responsible charge shall be currently registered in the state of Ohio.

(4) An architectural firm maintaining more than place of business for the practice of architecture shall have a registered architect in responsible charge of the architectural activities of each office in this state.

(5) Each architect designated as being in responsible charge of the firm's architectural activities and



decisions shall complete an attestation of responsibility.

(6) A professional association formed under the provisions of Chapter 1785. of the Revised Code shall meet the requirements set forth therein in addition to the requirements of these rules.

(B) Application for a certificate of authorization shall be made to the board on forms provided for that purpose and shall include the following information and documents:

(1) Name and address of each partner, manager, officer, member, director, trustee or shareholder indicating the professional status of each, including their registration numbers, state of registration and expiration date.

(2) Name and address of each architect designated as being in responsible charge of the firm's professional architectural activities and decisions. Each architect in responsible charge shall be currently registered in the state of Ohio.

(3) Affidavit of responsibility for each architect designated as being in responsible charge of the firm's professional architectural activities and decisions.

(4) In the case of a corporation or professional association, the number of shares of stock issued and the number of shares owned by each shareholder. In the case of a partnership, the per cent of ownership held by each partner, manager or member.

(5) Copy of the firm's articles of incorporation, partnership agreement, employee stock ownership plan trust agreement, certificate of partnership or statement of limited partnership association and any amendments.

(6) Application fee required in rule 4703-1-04 of the Administrative Code.

(C) Annual renewal. Every firm holding a certificate of authorization shall, during the month of June preceding the year beginning on the first day of July the holder desires to continue to provide architectural services, make application for renewal of the certificate of authorization. Renewal shall be for a period of one year. Applications shall include the following:



(1) Name and address of each partner, manager, officer, member, trustee, director or shareholder indicating the professional status of each and the per cent of ownership or the number of shares held by each.

(2) Name and address of each architect designated as being in responsible charge of the firm's professional architectural activities and decisions. Each architect in responsible charge shall be currently registered in the state of Ohio.

(3) Renewal fee required in rule 4703-1-04 of the Administrative Code.

Any changes in the names and addresses of the partners, managers, officers, members, trustees, directors, or shareholders, the designated architects, or the distribution of ownership of the firm occurring between required filing intervals shall be reported to the board within thirty days following such change.

A certificate of authorization not renewed by the last day of June for the period for which it was issued is not valid after that date.

(D) New certificate of authorization. A firm, partnership, association, employee stock ownership plan trust or corporation which has been issued a certificate of authorization by this board shall be required to file an application for a new certificate of authorization in the following situations:

(1) Upon the change of the name of the firm.

(2) Upon the failure of the firm holding a certificate of authorization to renew the certificate in accordance with paragraph (F)(3) of this rule.