



NEVADA STATE BOARD OF ARCHITECTURE, INTERIOR DESIGN & RESIDENTIAL DESIGN

2080 E. Flamingo Rd., Suite 120
Las Vegas, NV 89119

Phone: (702) 486-7300

Fax: (702) 486-7304

Email: nsbaidrd@nsbaidrd.nv.gov

Web: nsbaidrd.org

Dear Registrant:

Enclosed is firm fact sheet and a firm name approval form.

Firm names must be approved by the Board of Architecture, Interior Design and Residential Design for businesses wholly owned by Nevada registrants (licensed pursuant to NRS 623), which provide architectural, registered interior design or residential design services in the state of Nevada.

Please submit a \$300 processing fee with your completed paperwork. You will be notified by letter of the board's decision after its next scheduled meeting. If you have any questions, please contact our office at (702) 486-7300.

Thank you,

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Firm Fact Sheet

What You Need to Know About Firm Registration and Firm Name Approval

Nevada architects, registered interior designers, and residential designers may form business organizations with persons who are not design professionals, as well as with persons not registered in the state. These businesses can be formed if at least two-thirds of the ownership is held by Nevada registrants licensed pursuant to NRS 623, NRS 623A (landscape architects) or NRS 625 (professional engineers). Businesses engaging in the practice of architecture, registered interior design, or residential design, that are not wholly owned by Nevada registrants, must register with the board.

All business entities using corporate or fictitious names, and providing architectural, registered interior design, or residential design services in Nevada, must have their firm names approved by NSBAIDRD. Businesses requesting firm registration are automatically requesting firm name approval and do not need to submit any additional paperwork.

Businesses not owned by persons registered under NRS 623 are not required to register their firms with NSBAIDRD. Registrants and licensees from other design professional boards should contact their respective board for any firm registration requirements.

Additionally, all firms must comply with Nevada business laws. For information on setting up your business in the state, please contact the Nevada Secretary of State at (775) 684-5708.

Firm registration is necessary if:

- The partnership, corporation, company, etc. is owned partially by Nevada registered architects, interior designers, residential designers, professional engineers, and/or landscape architects; (IMPORTANT: Nevada registrants must own two-thirds - 66.67 percent - of the business entity.) AND
- The partnership, corporation, company, etc. is providing architectural, registered interior design, or residential design services.

Firm name approval is necessary if:

- The partnership, corporation, company, etc. is owned 100 percent by Nevada registered architects, interior designers, residential designers, professional engineers, and/or landscape architects; AND
- The partnership, corporation, company, etc. is providing architectural, registered interior design, or residential design services; AND
- The partnership, corporation, company, etc. is doing business under a fictitious name.

You do **not** need to register your business or have your firm name approved if:

- The business is a sole proprietorship and is owned 100 percent by a Nevada registrant licensed pursuant to the provisions of NRS 623; AND
- The registrant is doing business under his/her real name (i.e., John Doe, Architect).

The board's decision to approve or deny a firm name is based upon its objective of protecting the public. Following is an example of criteria the board considers in granting approval of corporate or fictitious firm names:

- Possible confusion with an existing name
- Any connotation of an affiliation or endorsement not supported by fact (e.g., use of the word "international")
- A connotation of quality or services that is potentially misleading (e.g., "World's Best Architects")
- An effort to avoid a deserved reputation with negative connotations. (e.g., using or changing a name to avoid public wrongdoings)
- Any other potentially false, deceptive or misleading aspect, such as: (1) A one-person firm cannot use the plural "John Doe, Architects," "John Doe Group," or "John Doe Partnership." (2) Firms wishing to use the plural terms "architects," "registered interior designers," or "residential designers" must have more than one such Nevada registrant employed with the firm. (3) Professional membership association appellations (e.g., AIA) can only be used in the firm's name if the named persons are registered in Nevada.

NOTICE:

All persons required to file with the Nevada Secretary of State must submit a *Certificate of Existence of Good Standing* and a *Nevada Business License* from the Nevada Secretary of State with the completed Firm Name Approval Form.

Firm name approval requests are not complete until such documentation has been received by the board office. Only complete requests will be submitted to the board for review.

Nevada Secretary of State: (775) 684-5708

***The Nevada Secretary of State will request proof of registration with the Nevada State Board of Architecture, Interior Design & Residential Design. A copy of your wallet card is adequate proof.**



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FIRM NAME APPROVAL FORM

We hereby request approval of our firm name under the provisions of NAC 623.740.

PLEASE TYPE

Attach Additional Sheets if Necessary

Date of Submission: _____

Proposed Name of Business: _____

If proposed name of business is an acronym, please explain what the acronym stands for:

Firm Address
Street: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Fax: _____

Mailing Address
Street: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Fax: _____

Type of business (e.g. sole proprietorship, partnership, corporation, LLC): _____

Names of NV registrants, reg. numbers and percent ownership: _____

Date of registration with Nevada Secretary of State (if applicable): _____

Note: You must attach a file stamped copy of the business's registration documents filed with the Secretary of State.

Briefly describe the nature of the business, including services that will be offered to the public: _____

Please list any other approved firm names that the NV registrant owners have requested and if the names are active or inactive. _____ Active Inactive
_____ Active Inactive
_____ Active Inactive

Important: Firm names that are inactive with both NV Secretary of State and NSBAIDRD may be requested for use.

FOR BOARD USE ONLY

Board meeting date _____

Approved / Denied (circle one)

Date letter sent _____

Date entered in database _____

MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY

Each person owning an interest in the business must complete and sign the following affidavit:

State of: _____

County of: _____

_____ being first duly sworn, deposes and says: I am an owner of the business named in this application, have read the contents thereof, and to the best of my knowledge and belief, the foregoing statements regarding me and the business are true and correct in every respect, and do realize that a fraudulent statement in this application is probable cause to have this application denied. I have read and understand Chapter 623 of the Nevada Revised Statutes.

Subscribed and sworn to before me this:

_____ day of _____, 20_____

Signature of Owner

My commission expires: _____

Signature of Notary Public

(Notary Seal)

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