STATE OF NEVADA
FIRM REGISTRATION
APPLICATION AND INSTRUCTIONS

Following are the instructions and application for firm registration in the state of Nevada. Also enclosed is a "Firm Fact Sheet" with more information about the firm registration process. Please read the qualifications necessary to be eligible for firm registration. If you qualify, please complete the application form and return it to our office with the $425 fee ($300 application processing fee and $125 certificate of registration fee).

Applications will not be processed unless the application is complete and all fees are remitted.

QUALIFICATIONS FOR FIRM REGISTRATION

Requirements for all firms applying for firm registration in the state of Nevada:

- Nevada registrants licensed pursuant to NRS 623, 623A or 625 (architects, registered interior designers, residential designers, landscape architects, and engineers) must hold a minimum of two-thirds (66.67 percent) ownership in the firm, but less than 100 percent. (Firms owned wholly by Nevada registrants must apply for Firm Name Approval.)

- The firm must be providing architectural, registered interior design or residential design services for projects in Nevada.

INSTRUCTIONS

- Complete the application fully and include signed Attestations for each applicant named in the application.

- Payment of $425 ($300 application processing fee and $125 certificate of registration fee) must accompany your application. Checks should be made payable to NSBAIDRD. Credit card payments can be made using the credit card authorization form, which can be found on the “Forms” page of the board website.

- Applicants required to file with the Nevada Secretary of State must include a copy of their Nevada State Business License and a "Certificate of Existence with Status in Good Standing" from the Secretary of State with their application. To contact the Secretary of State's office, please call (775) 684-5708.

- Completed applications can be submitted via email to nsbaidrd@nsbaidrd.nv.gov or mailed to NSBAIDRD, 2080 E. Flamingo Rd., Suite 120, Las Vegas, NV 89119.

- Completed applications will be presented to the board for consideration and approval at the next scheduled board meeting. Firms will be notified of the board's decision after the meeting.

- Please contact the board office with any questions at (702) 486-7300.

NEVADA STATE BOARD OF ARCHITECTURE, INTERIOR DESIGN & RESIDENTIAL DESIGN
2080 E. Flamingo Rd., Suite 120, Las Vegas, NV 89119
(702) 486-7300 phone E-mail: nsbaidrd@nsbaidrd.nv.gov Website: nsbaidrd.org

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 Nevada State Board of Architecture, Interior Design and Residential Design (NSBAIDRD).

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 the NSBAIDRD. Businesses applying for firm registration are automatically also applying for firm name approval and do not need to submit an additional application.

Businesses not owned by persons registered under NRS 623 are not required to register their firms with the 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.

Apply for **firm registration** 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.

Apply for **firm name approval** 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 apply for firm name approval or registration 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 application 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. *Example: Use of the word "international" or "of the Americas"*
- A connotation of quality or services that is potentially misleading. *Example: "World's Best Architects"*
- An effort to avoid a deserved reputation with negative connotations. *Example: Using or changing a name to avoid public wrongdoings*
- Any other potentially false, deceptive or misleading aspect. *Examples: **(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 (i.e. AIA) can only be used in the firm's name if the named persons are registered in Nevada.*

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APPLICATION FOR REGISTRATION OF A BUSINESS AND FIRM NAME APPROVAL

We hereby apply for approval of four firm name under the provisions of NAC 623.740.
PLEASE TYPE APPLICATION
APPLICATION DOWNLOADED FROM WEB SITE MAY BE COMPLETED ON COMPUTER

Date of Application: _____

Proposed Name of Business: _____

Please explain what the proposed firm name means and/or what an acronym stands for:

_____

Firm Address

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Mailing Address

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

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.

Please list below any other firm names that have been approved by the Board and if the firm(s) are active or inactive. If the firm is inactive, please provide the effective date:

1). _____ ☐ Active ☐ Inactive Date:
2). ☐ Active ☐ Inactive Date:
3). ☐ Active ☐ Inactive Date:

*Attach additional sheets if needed. (**Important:** Firm names that are inactive may be requested/or use and approval by other Nevada firms.)*

FOR BOARD USE ONLY

Board meeting date_____ Approved/ Denied (circle one)

Date letter sent_____ Date entered in database_____

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

2. List the names of the officers, directors, partners, members or principles of the business, and the person(s) having "control" over the organization. "Control" is defined in NRS 623.349.4 as, "*... 'control' means the direct or indirect possession of the power to direct or cause the direction of the management and policies of a business organization or association."*

3. List all individuals with an ownership interest in the business, including their address, telephone number, Nevada registration number, position/role, ownership percentage, how the ownership interest is held (i.e., individually, shares, stock) and the services they provide to the business. *(Section continues on next page)*.

Name: _____

Address: _____

Telephone: _____ NV registration no.: _____

Position/Role: _____

Percentage ownership held: _____

How ownership is held: _____

Services provided/
responsibilities: _____

(Continued) List all individuals with an ownership interest in the business, including their address, telephone number, Nevada registration number, position/role, ownership percentage, how the ownership interest is held (i.e., individually, shares, stock) and the services they provide to the business.

MAKE ADDITIONAL COPIES OF THIS FORM IF NECESSARY

Name: _____

Address: _____

Telephone: _____ NV registration no.: _____

Position/Role: _____

Percentage ownership held: _____

How ownership is held: _____

Services provided/
responsibilities: _____

Name: _____

Address: _____

Telephone: _____ NV registration no.: _____

Position/Role: _____

Percentage ownership held: _____

How ownership is held: _____

Services provided/
responsibilities: _____

Name: _____

Address: _____

Telephone: _____ NV registration no.: _____

Position/Role: _____

Percentage ownership held: _____

How ownership is held: _____

Services provided/
responsibilities: _____

4. If an owner is not registered in Nevada, list the other states where they hold a registration, along with their NCARB or NCIDQ certificate number. For owners who do not hold any state registrations or NCARB/NCIDQ certificates, please state their profession or occupation, any certificate or registration relative to their profession or occupation, and their role in the organization.

5. Has any individual owning an interest in the business ever been arrested for any offense (misdemeanor or felony) for anything other than a traffic violation? If so, on a separate sheet of paper, explain in full detail, giving dates, offenses, places, names and the outcome and/or penalty.

☐ Yes Name(s):

☐ No

6. Does any other person hold a financial interest in the business who is able to exercise "control" over the business? If so, explain.

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MAKE ADDITIONAL COPIES OF THIS FORM AS NECESSARY

Each person owning an interest in the business must complete and sign the attestation

ATTESTATION

I, _____, being the applicant named in this application, do hereby attest under penalty of perjury that on _____, 20___, I personally: 1) Read the contents thereof and to the best of my knowledge and belief the foregoing statements are true and correct. 2) Do realize that a fraudulent statement in this application is probable cause to have my application denied or revoked, should I be issued one. 3) Read and do understand Chapter 623 of the Nevada Revised Statutes.

Signed and attested to this _____ day of _____

_____ _____

Signature Name