



Ohio Administrative Code

Rule 4703:1-3-02 Landscape architecture firms.

Effective: February 23, 2017

(A) Firm certificate of authorization required.

All firms, partnerships, associations, corporations or limited liability companies legally formed for the purpose of providing landscape architecture services are required to obtain a certificate of authorization from the board.

Each firm authorized by the board to provide such services shall meet all of the following requirements:

(1) More than fifty per cent of the partners, members, shareholders, or trustees of an employee stock ownership plan trust, and more than fifty per cent of the directors, in the case of a corporation or professional association, shall be professional engineers, surveyors, architects or landscape architects currently registered in this or any other state.

(2) More than fifty percent of the interests or shares of a firm, partnership, association, corporation or limited liability company shall be held by professional engineers, surveyors, architects or landscape architects currently registered in this or any other state.

(3) Each firm, partnership, association, corporation or limited liability company shall designate one or more landscape architects, currently registered in the state of Ohio, as being in responsible charge of the landscape architecture activities and decisions of the firm.

(4) Each landscape architect designated as being in responsible charge of the firm's landscape architecture activities shall be currently registered in the state of Ohio and shall file a attestation of responsibility with the board.

(5) A professional association formed under the provisions of Chapter 1785. of the Revised Code shall meet the ownership requirements defined in Chapter 1785. of the Revised Code in addition to



the requirements of this chapter.

(6) Each landscape architect designated as being in responsible charge shall be a full time employee, working a minimum thirty hours a week, of the firm applying for the certificate of authorization.

(B) New applications.

Applications for new firm certificates of authorization shall include the following information and documents:

(1) Name address and professional status of each partner, manager, officer, member, director, trustee or shareholder, and, if applicable, the state in which they are currently registered and the registration number.

(2) Name and address of each landscape architect, actively registered in the state of Ohio, and who is designated as being in responsible charge of the firm's professional landscape architecture activities and decisions.

(3) Attestation of responsibility from each landscape architect, currently registered in the state of Ohio, and who is designated as being in responsible charge of the firm's professional landscape architecture 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, certificate of partnership, employee stock ownership trust plan or statement of limited partnership association and any amendments.

(6) Required application fee.

(C) Annual renewal.



All firm certificates of authorization expire annually on June thirtieth. Renewals shall be for a period of one year.

Applications for renewal shall be made on forms provided by the board and shall include the following:

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

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

(3) Attestation of responsibility from each landscape architect, currently registered in the state of Ohio, and who is designated as being in responsible charge of the firm's professional landscape architecture activities and decisions.

(4) Required renewal fee.

(D) Changes requiring a new application.

A firm, partnership, association, corporation, employee stock ownership plan trust or limited liability company which has been issued a certificate of authorization in the following situations:

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

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

(E) Changes requiring notice to the board.

A firm shall notify the board, in writing, or electronically, within thirty days, when any of the



following occur:

- (1) Change in the name of the firm.
- (2) Change of directors, members, partners, shareholders or trustees.
- (3) Change in the landscape architect designated in responsible charge.
- (4) Change in distribution of ownership.
- (5) Change of the firm's address.