



# **Louisiana Professional Engineering and Land Surveying Board**

## **GUIDE FOR LICENSURE OF ENGINEERING AND LAND SURVEYING FIRMS**

(Reference: La. R.S. 37:689 and LAC Title 46, Part LXI, Chapter 23)

The following information is a guide for licensure of firms which provide or offer to provide engineering and/or land surveying services in the State of Louisiana. For the purpose of this guide, the term "firm" refers to any domestic or foreign firm, partnership, association, cooperative, venture, corporation, limited liability company, limited liability partnership, or any other entity.

Non-firm individual proprietorships bearing the full name of the owner who is a licensed professional engineer or professional land surveyor are not required to be licensed as a firm. However, non-firm individual proprietorships that do not bear the full name of the owner who is a licensed professional engineer or professional land surveyor must be licensed as a firm.

La. R.S. 12:23 (E)(2): Ten-day prior written notice must be given to the Board by all engineering and land surveying firms, domestic and foreign, seeking qualification in the form of a Certificate of Authorization/Incorporation from the Louisiana Secretary of State to do business in Louisiana.

La. R.S. 37:689 (B): Within 30 days of receipt of its Certificate of Authorization/Incorporation from the Louisiana Secretary of State, all engineering and land surveying firms, domestic and foreign, must file an application for licensure with the Board.

La. R.S. 37:689, to wit LAC Title 46:LXI§2301 (B)(1): *"A firm which has in its title the word 'engineering' or 'surveying' or any derivative thereof shall be construed to be offering to provide professional services and therefore must be licensed with the Board before doing business in the State of Louisiana unless it has in its title modifying or explanatory words which would, in their ordinary meaning, negate the inference of the professional practice of engineering or land surveying."*

The procedures for firm licensure are as follow:

1. As per rule La. R.S. 37:689, *to wit* LAC Title 46:LXI§2301 (B)(1) above, fill out a waiver request form if the firm title contains “engineering” or “surveying” or any derivative thereof. The supervising professional must have an active Louisiana Engineering or Land Surveying license in order to be listed on the waiver request and firm application. If this does not apply to you, skip to step 2.
2. Domestic corporations and domestic limited liability companies must first obtain a certificate of incorporation or certificate of organization from the Louisiana Secretary of State. Foreign corporations, foreign limited liability companies, foreign partnerships and other foreign entities must first obtain a certificate of authority to do business in Louisiana from the Louisiana Secretary of State. Contact information for the Louisiana Secretary of State is as follows:

Louisiana Secretary of State  
Corporations Section  
P.O. Box 94125  
Baton Rouge LA 70804-9125  
Telephone: (225) 925-4704  
Fax: (225) 925-4726  
Email: [commercial@sos.louisiana.gov](mailto:commercial@sos.louisiana.gov)  
Website: <http://www.sec.state.la.us/comm/corp/corp-index.htm>

3. An Application for Firm License can be downloaded from the Board’s website at <http://www.lapels.com/Applications.htm>
4. The Application for Firm License must be completed and submitted to the Board within thirty (30) days of the issuance of the certificate from the Louisiana Secretary of State. A copy of the certificate must be included with the completed Application for Firm License. **Receipt of the certificate alone does not permit the firm to provide or offer to provide professional services in Louisiana.**
5. Along with its completed Application for Firm License, the firm must submit to the Board a check in the amount of \$165.00 or, for dual-service firms (engineering and land surveying), \$330.00.
6. Within sixty (60) days after receipt of the completed Application for Firm License and check (and if the firm is otherwise in compliance with the Board’s laws and rules), the Board will issue a firm license.