



# Louisiana Professional Engineering and Land Surveying Board

## Application for Design/Build Firm Authorization Certificate

### INSTRUCTIONS

1. The application must be typed. We *do not* accept handwritten applications.
2. Do not leave any section blank; please state “not applicable” or “none” if such is the case.
3. Use a continuation sheet for any section as necessary.
4. Be sure to sign and date the application.
5. The application may be mailed to the address below, or emailed to [cande@lapels.com](mailto:cande@lapels.com):  

Louisiana Professional Engineering and Land Surveying Board (LPELS)  
9643 Brookline Avenue, Suite 121  
Baton Rouge, LA 70809-1433
6. The application fee is non-refundable and must be submitted with the application. Enclose a check made payable to “LPELS” in the amount of \$165.00.

---

#### Extract from the Louisiana Administrative Code 46:LXI.2505(F) (Rules of the Board)

The full text of the licensure law and rules of the Board are available from the Board’s website at <https://www.lapels.com>.

#### §2505. Services

F. Firms may offer and/or provide a combination of engineering and construction services in connection with a design-build project in Louisiana without obtaining a firm license from the board, provided that:

1. prior to the execution of the contract for the project, the firm obtains an authorization certificate from the board by filing, on a form approved by the board, a written disclosure on which it shall designate a professional engineer (professional of record) licensed in Louisiana to be in responsible charge of all engineering services offered and/or provided by the firm for such project;
2. the professional of record and an officer of the firm sign the written disclosure submitted to the board, identifying the professional of record's role in the project and certifying that the professional of record will be in responsible charge of all engineering services offered and/or provided by the

firm for the project;

3. all engineering services offered and/or provided by the firm for the project are performed by or under the responsible charge of the professional of record; and

4. in the event such professional of record's services terminate with respect to the project or his/her role in the project otherwise changes, then within five business days:

a. both the firm and the professional of record shall notify the board in writing of such termination or change; and

b. the firm shall file with the board a new written disclosure designating a new professional of record employed by the firm and licensed in Louisiana to be in responsible charge of all engineering services offered and/or provided by the firm for such project.



# Louisiana Professional Engineering and Land Surveying Board

## Application for Design/Build Firm Authorization Certificate

Date of Application: \_\_\_\_\_

### **Section 1: - Design-Build Firm/Project**

Name of Design-Build Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name and Location of Design-Build Project: \_\_\_\_\_

Name of Design-Build Project Owner: \_\_\_\_\_

Check the business form that describes the design-build firm:

a) Joint Venture

Engineering Firm(s) Name(s): \_\_\_\_\_

Engineering Firm(s) Louisiana License Number(s): \_\_\_\_\_

Construction Firm(s) Name(s): \_\_\_\_\_

b) Other (Corporation, Partnership, L.L.C., L.L.P., Association, Cooperative, etc.)

### **Section 2 – Professional Engineer in Responsible Charge (Professional of Record)**

Name of Professional of Record: \_\_\_\_\_ Louisiana License Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ email address: \_\_\_\_\_

### **Section 3 – Role of Professional of Record**

Describe the professional of record's role in the design-build project. (Use a continuation sheet for any section as necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Section 4 – Certification and Signature**

I certify that the professional of record identified above will be in responsible charge of all engineering services offered and/or provided by the design-build firm for the design-build project identified above.

I certify that all information provided on this application is true and correct to the best of my knowledge, information and belief. I am aware that an omission or untrue response may constitute fraud, deceit, material misrepresentation, perjury or the giving of false or forged evidence under Louisiana Revised Statutes 37:698 and 37:700.

\_\_\_\_\_  
Signature of Officer of Design-Build Firm

\_\_\_\_\_  
Signature of Professional of Record

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date