

Dear Applicant for a Business Registration with
the Oregon State Landscape Architect Board:

Your business application packet for registration must contain the following list of items:

- 1) Board form for **APPLICATION FOR REGISTRATION AS A LA BUSINESS**;
- 2) Signed statement (**STATEMENT OF RESPONSIBILITY**); and
- 3) The application fee and initial annual renewal fee.

Please compile the above documents and provide them in a packet to the Board office. Include the \$100.00 application fee and the \$112.50 initial annual renewal fee.

Following review and approval of the application packet, a **CERTIFICATE OF AUTHORIZATION** will be prepared. The certificate authorizes the business as registered to practice landscape architecture in Oregon. The certificate shall be displayed at the business where the public can readily view it. Each branch office must be registered separately, even if the same Landscape Architect will be serving as the “in responsible charge” registrant.

The statutory authority for registering businesses is located in Oregon Revised Statute (ORS) 671.318. Information about the registration of businesses can be located in Division 35, Chapter 804 of the Oregon Administrative Rules (OAR). Both the Administrative Rules and the Revised Statutes can be accessed through the home page of the Board’s web site.

If you have questions about the business registration process, please contact the Board office.