

# **OREGON STATE LANDSCAPE ARCHITECT BOARD**

## **APPLICATION INFORMATION FOR BUSINESS REGISTRATION FOR PROVIDING LANDSCAPE ARCHITECTURE SERVICES IN OREGON**

Your business application packet for registration must contain the following:

- 1) Application for Registration as a LA Business (form available on Board website);
- 2) Signed Statement of Responsibility for Registered Landscape Architect designated as in responsible charge of landscape architecture services (form available on Board website); and
- 3) Fees, Total of \$500.00:
  - a. Application fee, nonrefundable, \$150.00
  - b. Initial statement of responsibility filing, \$50.00\*
  - c. Annual registration fee, \$300.00. This is paid upon approval of the registration. (FYI, annual renewal fee is also this amount.)

Please compile the above documents and send them in a packet to the Board office. Payment may be submitted by check to OSLAB or may be submitted using by the Board's online payment system. For online payment, please visit [www.oregon.gov/landarch](http://www.oregon.gov/landarch). Click on MAKE A PAYMENT, then New Registrations.

Following review and approval of the application packet, a business registration will be prepared and mailed to the registered Landscape Architect designated in the Statement of Responsibility. This registration authorizes the business to provide landscape architecture services in Oregon. The registration shall be displayed at the business where the public can readily view it.

Each branch office from where landscape architecture services are provided must be registered separately, even if the same Landscape Architect will be serving as the "in responsible charge" registrant. Please see Board rules for more details.

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 Chapter 804 Division 35 of the Oregon Administrative Rules (OAR). Both the rules and statutes can be accessed via the Board's web site.

If you have questions about the business registration process, please contact the Board office at [oslab.info@bgelab.oregon.gov](mailto:oslab.info@bgelab.oregon.gov) or 503-589-0093.

\*The fee for filing of a statement of responsibility applies to an initial filing and to any new statements that are filed for an existing business registration to either change or add a registered Landscape Architect designated as in responsible charge.