

OREGON STATE LANDSCAPE ARCHITECT BOARD

APPLICATION FOR BUSINESS REGISTRATION FOR PROVIDING LANDSCAPE ARCHITECTURE SERVICES IN OREGON

A business must hold an active business registration before providing landscape architecture services in Oregon. A business registration application must contain:

- 1) An application to the Board for business registration;
- 2) A "Statement of Responsibility" for the Registered Landscape Architect designated as in responsible charge of landscape architecture services; and
- 3) Required Fees Payable to the Board, Total of \$500.00:
 - a. Application fee, nonrefundable, \$150.00
 - b. Initial registration fee, \$300.00 (FYI, annual renewal fee is also this amount.)
 - c. Initial statement of responsibility filing, \$50.00ⁱ

Application for business registration can be completed at the Board's online portal: <https://oslab.portalus.thentiacloud.net/webs/portal/business/#/login>. Payment can be made as part of the application submittal via the portal, or the application can be submitted via the portal and a check or money order mailed to the Board office.

If you are unable to apply online, please compile the above documents and mail them in a packet to the Board office. Payment by check or money order can be included, or you may use the Board's online payment processor, which is available at "Make a Payment" in the top menu on the Board's website: www.oregon.gov/landarch.

Following review and approval of the application, the registered Landscape Architect designated in the Statement of Responsibility will receive notice of registration issuance. This registration authorizes the business to provide landscape architecture services in Oregon.

Each branch office from where landscape architecture services are provided must be registered separately, even if the same registered Landscape Architect will be serving in responsible charge. 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 or 503-589-0093.

ⁱ 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.