

## Application for Corporate Permit

Please Note: This application is for a business engaging in the practice of architecture in Nova Scotia. Only one Corporate Permit is issued to each entity. You must complete this form only if:

- you are the licensed architect responsible for business registrations at your Business; and
- you are either an owner, partner, officer, or director of that Business.

*The following is a list of information and/or items which must be submitted with your application:*

Completed Application for a Corporate Permit

Certificate of Status or confirmation of registration with the Nova Scotia Registry of Joint Stock Companies (or if **incorporated in a jurisdiction outside of Nova Scotia, confirmation of registration with that jurisdiction**) establishing that the Business is in good standing as of this date. (For a complete list of Canadian provincial business registrars, please visit: <http://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs01134.html>)

Certificate of Insurance (subject to Section 10 of the Regulations) demonstrating that the Business named in this application carries Professional Liability Insurance in the prescribed amount along with documentation confirming that the insurance covers all work in Nova Scotia (this may take the form of a letter from the insurer).

Certificate of Registration to establish that the Business is registered with the Nova Scotia Registry of Joint Stock Companies to carry on business in Nova Scotia. Payment for Corporate Permit Fee of \$149.50 (\$130.00 + hst) per architect employed by the business. For example, \$575.00 (\$500.00 + hst) for a business that employs 4 architects.

<p>Number of Employed Architects: _____ Amount Enclosed: \$ _____</p> <p><b>*See Section G-2 of this application for number of licensed architects</b></p> <p><input type="checkbox"/> Credit Card  </p> <p>Credit Card #: _____</p> <p>Expiry: _____ CVC _____</p> <p>Cardholder Name: _____</p>
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**Business Name:** \_\_\_\_\_

**Please be advised that:**

- Upon applying to register your business with the Registry of Joint Stock Companies, the Registry will require authorization from the NSAA that the Company has made complete applications for Licensed Architect and Corporate Permit to the NSAA. The NSAA will provide this authorization upon submittal of these completed applications (with the exception of the Certificate of Registration) to the NSAA.
- Any changes in the Business (eg. owners, partners, officers, share structure, contact information, employed architects) must be reported to the NSAA within 15 days of the change.
- Nova Scotia Law requires all businesses operating in Nova Scotia to register with the Registry of Joint Stock Companies except: 1) New Brunswick corporations and NB partnerships/business names registered in New Brunswick; 2) Individuals or partners using only their personal names without a descriptive element or attachment such as 'and Associates' or 3) Partnerships whose sole purpose is farming or fishing. Those businesses not registered with the NS Registry of Joint Stock Companies are not charged a business registration fee.
- A business cannot engage in the practice of architecture in the province of Nova Scotia unless the business holds a valid Corporate Permit with the NSAA.

**A. CONTACT INFORMATION**

1. Name of Business: \_\_\_\_\_

2. Address for correspondence: \_\_\_\_\_  
(Street) (Suite No.)

\_\_\_\_\_ (City) (Province/Territory/State) (Country) (Postal Code)

\_\_\_\_\_ (Phone) (Fax) (E-Mail)

3. Name of Licensed Architect completing this form: \_\_\_\_\_  
(See Section D for Requirements) (Contact Name)

4. Address if different from above: \_\_\_\_\_  
(Street) (Suite No.)

\_\_\_\_\_ (City) (Province/Territory/State) (Country) (Postal Code)

\_\_\_\_\_ (Phone) (E-Mail)

**B. BUSINESS INFORMATION**

1. Business Registry ID Number: \_\_\_\_\_

2. Business Registry Renewal Date: \_\_\_\_\_

3. Does the Company engage in the practice of architecture in Nova Scotia under any names other than the Company named above:  Yes  No

**If yes:**

a. is each business name registered under the Nova Scotia Partnerships and Business Names Registration Act?  Yes  No

b. is each business name a named insured under the Company's Certificate of Insurance?  Yes  No

c. does each business hold a current Corporate Permit with the NSAA?  Yes  No

4. Please indicate which business type you are making application for:

**Sole Proprietorship** - (Proceed to section C, skip sections D through F)

**Corporate Entity** - (Proceed to section D, skip sections C, E, and F)

**Partnership** - (Proceed to section E, skip sections C, D, and F)

**Partnership of Corporations** - (Proceed to section F, skip sections C through E)

**C. SOLE PROPRIETORSHIP**

*\*Complete this section only if your business is a sole proprietorship registered with the Registry of Joint Stock Companies.*

1. Please confirm that you are the sole owner of your business:  Yes  No
2. Please confirm that you are registered with the Nova Scotia Registry of Joint Stock Companies:  Yes  No

a. If no, please include details of reason for exemption from registration:

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**\* Please note that sole proprietorships that are exempt from this registration must complete this application, but will have their NSAA Business Registration fee waived.**

**D. CORPORATE ENTITY**

*\*Complete this section only if your business is a corporate entity.*

1. The total number of issued voting shares of the Company is \_\_\_\_\_.  
Please note the majority of issued voting shares must be owned by one or more individuals who hold (or are currently applying for) Licensed Architect Membership with the Nova Scotia Association of Architects.
2. The persons who own issued voting shares of the Company who are licensed architects under the Nova Scotia Architects Act are:

<u>Name</u>	<u>Number of Shares</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

3. Total number of officers and directors of the Company is \_\_\_\_\_.  
Please note the majority of officers and directors must be individuals who hold (or are currently applying for) Licensed Architect Membership with the Nova Scotia Association of Architects.
4. The officers and directors of the Company, licensed under the Nova Scotia Architects Act, are:

<u>Name</u>	<u>Position</u>
1. _____	<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Both
2. _____	<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Both
3. _____	<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Both
4. _____	<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Both
5. _____	<input type="checkbox"/> Officer <input type="checkbox"/> Director <input type="checkbox"/> Both
6. _____	Officer          Director          Both

**E. PARTNERSHIP**

*\*Complete this section only if your business is a partnership.*

1. Total number of partners that own the business is \_\_\_\_\_.

**\*Please note all partners must be individuals who hold (or are currently applying for) Licensed Architect Membership with the Nova Scotia Association of Architects or individuals who hold Professional Engineer membership in good standing with Engineers Nova Scotia.**

2. The partners of the Company are:

	<u>Name</u>	<u>Profession</u>
1.	_____	<input type="checkbox"/> Architect <input type="checkbox"/> Engineer
2.	_____	<input type="checkbox"/> Architect <input type="checkbox"/> Engineer
3.	_____	<input type="checkbox"/> Architect <input type="checkbox"/> Engineer
4.	_____	<input type="checkbox"/> Architect <input type="checkbox"/> Engineer
5.	_____	<input type="checkbox"/> Architect <input type="checkbox"/> Engineer
6.	_____	<input type="checkbox"/> Architect <input type="checkbox"/> Engineer

**\*Please note a Confirmation of Good Standing from Engineers Nova Scotia must accompany this application for each partner listed above who is an Engineer.**

**F. PARTNERSHIP OF CORPORATIONS**

*\*Complete this section only if your business is a partnership of corporations.*

1. The total number of corporate partners in the Partnership is \_\_\_\_\_.

**\*Please note all corporate partners must be wholly owned by individuals who hold (or are currently applying for) Licensed Architect Membership with the Nova Scotia Association of Architects.**

2. The corporate partners in the partnership are:

	<u>Name of Corporate Partner</u>	<u>Name of Owner</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

**\*Please note each corporate partner must be registered with the Nova Scotia Registry of Joint Stock Companies, and a Certificate of Registration for each corporate partner must accompany this application in addition to the Certificate of Registration for the Partnership of Corporations completing this application.**

**G. EMPLOYEE INFORMATION**

1. The total number of architects employed in the business is \_\_\_\_\_.
2. The total number of architects, who are Licensed Architects of the NSAA or are currently applying for Licensed Architect membership, in the business is \_\_\_\_\_.
3. The licensed architects who will carry on the practice of architecture for or on behalf of the business in Nova Scotia, licensed under the Nova Scotia Architects Act, are:

**Name**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**\*Please use a supplementary sheet to list all employed architects if your business employs more than 6 architects.**

**H. DECLARATION**

I confirm that:

- a. I am applying, on behalf of the Business, for a Corporate Permit;
- b. I agree to be the contact person for the Business for the NSAA’s purposes;
- c. I am a licensed architect pursuant to the Nova Scotia Architects Act;
- d. As it relates to Professional Liability Insurance:
  - i. the Business carries liability insurance in the minimum amount of \$250,000 per claim, with aggregate coverage of at least \$500,000, as required under Section 10 (1) of the Regulations;
  - ii. if the Company’s liability insurance expires prior to December 31<sup>st</sup> of this year, I will provide a copy of the new insurance policy summary to the association; and
  - iii. the Company’s liability insurance covers all work in Nova Scotia and it will be maintained up to and including the warranty period following completion of all projects;
- e. While this Company’s Corporate Permit is in force, the Company and I will at all times comply with all of the requirements of the Nova Scotia Architects Act and Regulations and any other requirements of the Nova Scotia Association of Architects; and
- f. All information in this application is true, accurate, and complete.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

**Please Note: Your application will not be considered complete until you have complied with all items on the checklist on Page 1, and until all required information is received at the office of the Nova Scotia Association of Architects. Annual Corporate Permit applications and fees must be submitted to the NSAA in full on or before December 31<sup>st</sup>.**