

**Rules of  
Department of Economic  
Development**

**Division 30—Missouri Board for Architects,  
Professional Engineers, Professional Land Surveyors,  
and Landscape Architects  
Chapter 10—Corporations**

<b>Title</b>	<b>Page</b>
<b>4 CSR 30-10.010</b> Application for Certificate of Authority .....	3

**Title 4—DEPARTMENT OF  
ECONOMIC DEVELOPMENT****Division 30—Missouri Board for  
Architects, Professional Engineers,  
Professional Land Surveyors,  
and Landscape Architects  
Chapter 10—Corporations****4 CSR 30-10.010 Application for Certificate of Authority**

*PURPOSE: This rule establishes standards for corporations to obtain and maintain certificates of authority.*

(1) A corporation desiring a certificate of authority authorizing it to render architectural, professional engineering, land surveying or landscape architectural services in this state shall submit an application to the executive director of the board, on forms prescribed and provided by the board, listing the names and addresses of all officers and directors and the individual employed by it who will be in responsible charge of architecture, professional engineering, land surveying or landscape architecture being practiced in this state through the corporation and who is licensed to practice architecture, professional engineering, land surveying or landscape architecture in this state, and such other relevant information required by the board.

(2) The words in responsible charge require that the architect, engineer, land surveyor or landscape architect be in direct control and that s/he personally supervise all architecture, engineering, land surveying or landscape architecture done for the firm, company or corporation. If the individual in responsible charge is not a full-time employee, the firm, company or corporation must submit a copy of the written contract which defines the responsibility. If the individual in responsible charge is not in the same office as the firm, company or corporation, a detailed procedure shall be submitted on how immediate personal supervision will be accomplished in accordance with board rule 4 CSR 30-13.010. The procedure shall be signed by both the company president and the individual in responsible charge and shall be submitted to the board for its review. If the board's review determines that application of the written procedure would not meet the standards of immediate personal supervision as defined by board rule 4 CSR 30-13.010, it will notify the company president and the individual in responsible charge of the same and provide them an opportunity to revise the written procedure, subject to review by the board, prior to denying the application.

(3) A similar type of form shall accompany a corporation's biennial renewal fee.

(4) If there is any change in any of the persons listed in the corporation's application during the year, the change shall be reported on the same type of form and submitted to the executive director of the board within thirty (30) days after the effective day of the change.

*AUTHORITY: sections 327.041, RSMo Supp. 2001 and 327.401, RSMo 2000.\* Original rule filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed Oct. 30, 2002, effective April 30, 2003.*

*\*Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.401, RSMo 1969, amended 1981, 1996, 1999.*