



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

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**APPLICATION FOR AN ARCHITECTURAL FIRM/
FOR A CERTIFICATE OF PRACTICE / CHANGES AND AMENDMENTS**

Applicant: _____

(Name of new or amended applicant firm)

Note: "Anonymous" firm names require a written explanation of the name's meaning or origin.

1. TYPE OF APPLICATION: (must be accompanied by the required fees)

New Firm

Change in Firm Name From: _____

Change in Firm Type From: _____
(sole proprietorship/partnership/corporation)

Change in Firm Structure: From: _____
(principals, shareholders, officers, directors, share types) *

*** For removal of shareholders, please append a letter from the current shareholder verifying that she/he no longer holds an interest.**

Change in Firm Status: From (In) Active to (In) Active (**Indicate by circle**)

2. TYPE OF FIRM

Sole Proprietorship

Partnership of: (a) Architects Only
(b) Architects and Professional Engineer(s)
(c) Corporation(s) or Corporation(s) and Architect AIBC(s)/BC P. Eng.(s)

Corporation: (a) Architectural
(b) Architectural/Engineering

Certificate of Joint Practice

3. CERTIFICATE OF PRACTICE:

Yes (required for new active firms or amended firm names)



No (inactive firm: personal corporations only - cannot practice or offer to practice architecture)

4. FIRM INFORMATION:

(a) Year Established: _____ (in British Columbia)

(b) Head Office:

Street

City

Province

Postal Code

Telephone

Fax

E-mail

Web Site Address

(c) Branch Office:

City

Province

Postal Code

Telephone

Fax

E-mail

Web Site Address

Name of Architect AIBC supervising Branch Office (Bylaw 34.1)

5. FIRM STRUCTURE (CORPORATE FIRMS ONLY):

The following is required by the **Architects Act** and Council policy:

- Any professional engineer (P. Eng.) listed as such must be registered under the **Engineers and Geoscientists Act of BC**. Provide a current APEGBC issued letter of good standing.
- If the firm wishes the term "engineering" or "engineer" in the firm name, provide the name of at **least one** shareholder or full time employee who is a professional engineer registered under the **Engineers and Geoscientists Act of B.C.** who will personally supervise and direct the practise of engineering by the corporation:

_____ P. Eng.

(a) Share Classes and Shareholders of the Corporation.

X List all the classes of shares, the total number of shares in each class issued and the number of shares held by each shareholder in each class. **Please note:** a clear **51%** of each class of the voting shares of the corporation **must be legally and beneficially owned by Architect AIBC(s)** for a corporation practising architecture or a combination of Architect AIBC(s) and P. Eng.(s) for a corporation practising both architecture and professional engineering . Voting shares must be clearly identified as such.

X **Is this application for registration as a corporation in BC to be as an Extra provincial Company? (Please circle) Yes No**

Share Class (identify voting shares and list first)	Number of Shares Issued in this Class	Name of Shareholders of this Class (List Architect AIBCs First)	Architect AIBCs (Mark "X")	P. Eng. Mark "X")	Number of Shares Held by Each	% Held of Share Class	Signature of each Shareholder

If this form has insufficient space for shareholders or shares, please use the same format and provide a completed list.

b) **Officers and Directors**

- X List all directors. The majority (**over 50%**) must be Architect AIBC(s) for a corporation practising architecture or, a combination of Architect AIBC(s) and P. Eng.(s) for a corporation practising both architecture and professional engineering.
- X List all officers. The CEO President must be an Architect AIBC for a corporation practising architecture or, Architect AIBC or P. Eng. for a corporation practising both architecture and professional engineering.

Name	Officer (Title)	Director (x)	Architect AIBC (x)	P. ENG. (x)

6. OWNERSHIP DECLARATION AND STAFF LISTING (ALL FIRMS):

PLEASE NOTE:

1. This information is required by the AIBC. It will be used for database purposes and to generate the AIBC Directory of Firms, which is available to the public, prospective clients, employees and construction industry suppliers.
2. The term "principal" refers to an Architect AIBC or P. Eng. who has a voting ownership interest in an architectural firm which is a sole proprietorship, partnership or corporation and who thereby is taking architectural or professional engineering responsibility for the firm.
3. Any professional engineer (P.Eng.) listed as such must be registered under the **Engineers and Geoscientists Act of BC**. Provide a current APEGBC issued letter of good standing.

Owners

- (a) List all **owners** holding voting shares who are architects, professional engineers or architectural corporations (list Architect AIBC & P. Eng. shareholders for signature where owners are corporations). Place an "X" in the appropriate category. All Architect AIBC and P. Eng. owners and shareholders listed must sign.

If any of the following declarations listed below are **false** for any corporation, Architect AIBC or P. Eng., provide on a supplementary sheet, name(s), dates and details of the situation including the results of any appeals. Signature will acknowledge all statements are **true except as disclosed with this application**.

My professional registration has never been suspended or revoked in any jurisdiction.

My professional registration has never been surrendered or allowed to lapse in any jurisdiction due to an action pending or threatened.

I have never been found guilty of professional misconduct or incompetence in any jurisdiction or entered into a consent order or other similar agreement with a registration authority in connection with a disciplinary action and my conduct or competence are presently not the subject of proceedings.

I have never practised architecture in British Columbia as regulated in the Architects Act of BC except under the authority of either a Certificate of Practice, or Temporary Licence issued by the AIBC.

I have never provided services in British Columbia while identified as an architect or while identified as providing services through an architectural firm except when registered as a member of the AIBC.

The above statements are true.

(Signature of Owner/s)

Owner: Name of Architect AIBC, P.Eng. or Architectural Corporation	Principal (x)	Shareholder (x)	Architect AIBC (x)	P.ENG (x)	Signature
TOTAL Architect AIBCs AND P. ENG. OWNERS OR SHAREHOLDERS*					GRAND TOTAL

Does any Architect AIBC or P. Eng. owner hold an interest in any other architectural firm registered with the AIBC? (Please circle) Yes No (If yes, provide details on a supplementary sheet.)

Staff

b) List all Architect AIBCs and AIBC Associates (intern architects, retired architects, architectural technologists. List Architect AIBC's first.

List all employed B. Arch's, APEGBC registered P. Eng.'s, Landscape Architects (BCSLA), Planners (BCIP), and BC Registered Interior Designers (RID).

List owners and employees and associates of the firm. Name:	Architect AIBC	AIBC ASSOCIATES		B. ARCH M. ARCH	REGISTERED ELSEWHERE: INDICATE JURISDICTION	P. E N G	B C S L A	B C I P	R I D
		IA's	Other (name)						
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

c) Number of other personnel not listed above.
TOTAL IN ALL CATEGORIES - OWNERS AND STAFF (a + b + c)
 (If this form has insufficient space for owners and staff, please use the same format and provide a completed list.)

7. PREFERRED AREAS OF PRACTICE:
(Please check in applicable areas)

1] Alternate Dispute Resolution		16] Interior Design	
2] Building Envelope		17] Landscape Design	
3] Commercial		18] Office (professional and government)	
4] Cultural (art galleries, libraries, museums)		19] Performing Arts	
5] Education (schools, colleges, universities)		20] Places of Worship (churches, synagogues, mosques)	
6] Expert Witness		21] Planning	
7] Feasibility Studies/Site Analysis		22] Project Management	
8] Food Service (restaurants, cafeterias)		23] Recreational (rinks, stadia, community centres)	
9] Functional Programming		24] Renovation/Restoration	
10] Health Care (hospitals, nursing homes)		25] Residential/Multiple (apartments, townhouses)	
11] Heritage Restoration		26] Residential/Single Family	
12] Hi-tech Facilities (laboratories, computer)		27] Retail (shopping centres, banks, stores)	
13] Hotels (motels, resorts)		28] Transportation (parking, bus, rail, airport)	
14] Industrial (warehousing, manufacturing)		29] Urban Design	
15] Institutional (fire halls, town halls, correctional)		30] Other (specify)	

8. CHARACTERISTICS OF THE FIRM: (50 words or less)

Note: The AIBC reserves the right to edit for clarity, brevity, etc.

9. TYPICAL COMMISSIONS: (Please select a maximum of 5 projects)

Only "of this firm" or "predecessor firm" with notation to that effect (and only if principal therein)

Name of Project	Location	Year Completed	Construction Cost
1)			
2)			
3)			
4)			
5)			

10. AWARDS AND HONOURS: (Please select a maximum of 5 awards)

Only "of this firm" or "predecessor firm" with notation to that effect (and only if principal therein)

Year	Name of Award	Project Name	Location
1)			
2)			
3)			
4)			
5)			

11. FEES REQUIRED WITH APPLICATION (see [Bulletin 01: Fees, Fines and Charges](#))

Application Fee:	\$
Annual Fee (note after June 30th, half fees required)	\$
Other:	\$
GST (5%) on Subtotal	\$
Total Submitted	\$

