



REGISTRATION REQUIREMENTS FOR PROFESSIONAL DESIGN FIRMS



Each of the Design Profession Acts requires any business that offers or provides professional design services in Illinois to be registered with the Department as a Professional Design Firm. The only exception to this statutory requirement is a licensed sole proprietor who offers or provides design services in his or her individual name and is not employing other individuals to perform work for which professional licensure is required. However, any sole proprietorship conducting business as a design professional under an assumed name is required to register as a professional design firm. Any sole proprietorship not owned by an Illinois licensed design professional is prohibited from offering professional engineering services to the public.

Each Registered Professional Design Firm is authorized to provide specific types of work, namely **architecture, professional engineering, structural engineering and/or land surveying.**

All technical submissions prepared by a Professional Design Firm shall contain the design firm registration number issued by the Department. Local code enforcement officials may contact the Department at www.idfpr.com to verify the type of business entity, the firm registration number, the expiration of registration and the specific type of work the firm is authorized to perform. A code enforcement official may also request from the firm a copy of its Professional Design Firm Registration.

It is a violation of the Design Profession Acts to solicit or provide services if the firm is not authorized to offer that type of work.

You may reference the Architecture Act, Rules and Applications here: <http://www.idfpr.com/profs/Architect.asp>

You may reference the Land Surveyor Act, Rules and Applications here: <http://www.idfpr.com/profs/LandSurv.asp>

You may reference the Professional Engineer Act, Rules and Applications here: <http://www.idfpr.com/profs/ProfEngineer.asp>

You may reference the Structural Engineer Act, Rules and Applications here: <http://www.idfpr.com/profs/se.asp>

You must have an individual who is licensed in Illinois who will be dedicated as a managing agent-in-charge for each profession that you wish to offer (Professional Engineering and Structural Engineering are licensed separately in Illinois and neither can offer the other's services). For an Architect, that individual must be a Director/Member/Partner and the firm must meet the 2/3rds requirements of the Act.

Steps:

1. Submit the individual's applications for licensure for each profession.
2. At the same time as #1 above, submit an application to the Illinois Secretary of State for the Authority to Transact Business in Illinois. The following is a link to the SOS website: <http://www.cyberdriveillinois.com/> . All foreign (non-domestic to Illinois) firms must have a resident financial agent to handle the paperwork (SOS can recommend some services that offer resident financial agents – not to be confused with the managing agent-in-charge of professional services). The purpose clause(s) MUST meet the following criteria: One for each profession that your firm will be offering and all requirements of that particular Act and Administrative Rules. *Samples below.*
3. Once the individual(s) are licensed, submit the Professional Design Firm application ([Design Firm Registration](#)) with the filed papers from the Illinois SOS, the resolution of the Board/Members/Partners designating the managing agent (s), copies of the Illinois license and seal and signature, and the fee.
4. Board Resolutions (one for each profession) from the Directors/Members/Partners, stating that the individual (with license number) is designated as the managing agent. For the Architect, it must also state that the individual is a Director/Member/Partner of the Firm which must meet the 2/3rds requirement of the Architecture Act. For Architects, a listing of the Directors/Members/Partners and their active license number (either in Illinois or in another jurisdiction) of each individual. *Sample below.*

Sample Purpose Clauses:

1. To practice Land Surveying; provided that the managing agent in charge of the land surveying activities in Illinois is a Licensed Land Surveyor, licensed pursuant to the Illinois Land Surveying Practice Act.
2. To practice Professional Engineering: provided that the managing agent in charge of the professional engineering activities in this State is a registered professional engineer, licensed pursuant to the Illinois Professional Engineering Practice Act.
3. To practice Structural Engineering: provided that the managing agent in charge of the structural engineering activities in this State is a registered structural engineer, licensed pursuant to the Illinois Structural Engineering Practice Act.
4. To practice Architecture: provided that 2/3rds of the (Board of Directors/Members/Partners) are licensed design professionals and the managing agent in charge of the architectural activities in this State is a (Director/Member/ Partner) and is a registered architect, licensed pursuant to the Illinois Architecture Practice Act.

Sample Board Resolution Reference:

If the firm's practice includes architecture, the design professional designated as the managing agent for architecture must be a member of the board of directors, full partner, or member of LLC or LLP.

The corporate resolution should include the managing agents Member/Director/Partner information as well.

The corporate resolution must be an original.

A written statement must be made for each managing agent/profession.

RESOLUTION

The (Board of Directors/Members/Partners) of (Name of Firm), designates (Name of design professional) who is licensed in Illinois as a (Profession), (License number)(Member of the Board of Directors/Members/Partners – for architects ONLY), and a full time employee, as the managing agent in charge of all the (Profession) activities in Illinois.

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