

ARCHITECTURAL FIRM REGISTRATION FOR THE COMMONWEALTH OF PENNSYLVANIA

ALL FIRMS MUST BE LICENSED – including sole-proprietors. If you are providing architectural services, and you do not own and are not employed by a registered architectural firm, you must register for a sole-proprietor firm license. Please note that sole ownership of a corporation, association, LLC, or LLP is not considered to be a sole-proprietorship according to Board regulations.

There are three steps to register an architectural firm to offer and perform architectural services in Pennsylvania:

1. Submit the firm application to the Board online at www.pals.pa.gov. The application can be submitted through an existing account or a new account may be registered for the firm record. All documentation other than the Corporation Bureau Documentation, Firm Name Approval, and Fictitious Name Approval, should be submitted with the application.

*Please note that sole-proprietors must register under their name, followed by “architect” or “architecture”. Any other business name must then be listed as a fictitious name. Sole-proprietors may skip steps 2 and 3, unless a fictitious name is being used.

2. After review of your application, the Firm Name Approval and Fictitious Name Approval letters, if applicable, will be sent to you by email. The firm will then need to register with the PA Corporation Bureau (717-787-1057). The approval letters from the Board must accompany the application to the PA Corporation Bureau.
3. Once your registration with the PA Corporation Bureau is complete, a copy of their approval must be submitted to the Board to finalize your firm license application. The firm may not legally practice in Pennsylvania until the firm license has been issued.