

**TITLE 9
LEGISLATIVE RULE
WEST VIRGINIA STATE BOARD OF LANDSCAPE ARCHITECTS**

**SERIES 3
FEES**

§9-3-1. General.

1.1. Scope. -- This rule specifies fees to be charged by the Board.

1.2. Authority. -- W. Va. Code §§30-22-7(a)(6).

1.3. Filing Date. -- April 11, 2007.

1.4. Effective Date. -- April 16, 2007.

§9-3-2. Definitions.

2.1. Terms Defined by Statute -- Terms defined in W. Va. Code §30-22-4 have the same meanings when used in this rule unless the context or subject matter clearly requires a different interpretation.

2.2. "Board" means the West Virginia State Board of Landscape Architects.

2.3. "Registrant" means a current licensee or Certificate of Authorization (COA) holder.

§9-3-3. Requirements.

3.1. The fees listed in this rule are payable to the Board. Fees shall be paid by check or money order and are non-refundable. The Board may return any application received without the proper fee to the applicant.

3.2. Each year during the month of April, the Board shall notify each registrant of the amount of the renewal fee.

3.3. A registrant shall pay renewal fees before the thirtieth (30th) day of June of each year.

3.4. If a renewal application is postmarked after the thirtieth (30th) day of June, the registrant's license is considered expired, and the Board shall assess the registrant a late fee penalty as described in this rule.

§9-3-4. Fees.

General Fees

Reciprocal or New Application	\$100.00
Temporary Permit	\$100.00

Duplicate Renewal Card	\$5.00
Replacement Certificate	\$15.00
Current Roster ¹	\$25.00
Insufficient Funds (returned check)	\$25.00
Copies of Public Records (per page)	\$0.25
Examinations	(See footnote 6.)

Certificate of Authorization (COA) Fees

Application for Sole Proprietor ²	\$20.00
Application for Firm with two or more Licensed Landscape Architects ³	\$150.00
Duplicate/Replacement Certificate	\$15.00

Annual Renewal Fees

License Renewal	\$100.00
COA or License Renewal Late Fee ⁴	\$50.00
Inactive Status	\$25.00
Retired Status	\$5.00
COA for Sole Proprietor ²	\$15.00
COA for Firm with two or more Licensed Landscape Architects ³	\$150.00

Reinstatement Fees

Retired or Inactive Licensees	\$100.00
Expired License ⁵	\$250.00
Expired COA for Sole Proprietor	\$60.00

Expired COA for Firm with two or more
Licensed Landscape Architects³ \$350.00

¹ Available for free download from the Board's web site.

² A COA for a firm with one (1) registrant is optional.²

³ Regardless of the landscape architect's state of registration or licensure

⁴ In addition to the renewal fee.

⁵ Reinstatement of expired license contingent upon successful completion of continuing education requirements and/or examinations in addition to the fee

⁶ Examination fees are set at cost to the Board plus any administrative fees incurred by the Board.