



# Application for Registration of a Firm Permit

## FIRM INFORMATION

Firm/Business Name \_\_\_\_\_

Business Phone \_\_\_\_\_

Business Fax \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Business Email \_\_\_\_\_

Address Line 2 \_\_\_\_\_

Number of NWTAA-registered Architects in Firm: \_\_\_\_\_

City \_\_\_\_\_

Province/Territory \_\_\_\_\_

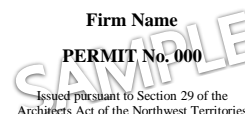
Postal Code \_\_\_\_\_

Number of Canadian-registered Architects in Firm: \_\_\_\_\_

## CONFIRMATION OF STAMP NAME PLATE

Please confirm the name of the firm as it should appear on the NWTAA-issued Firm Stamp:

\_\_\_\_\_  
Name (ie, Smith + Doe Architects or S+D Architects Inc.)



## APPLICATION & REGISTRATION FEES

Total Application Fee: \_\_\_\_\_ Total Annual Registration Fee\*: \_\_\_\_\_

\*First-year registration fees are pro-rated for first-time applicants. Pro-rated fees are calculated monthly, based on the date of approval by Council.

## DECLARATION

The firm named herein wishes to engage in the practice of architecture in accordance with the *Architects Act* of the Northwest Territories and the *Bylaws of the Northwest Territories Association of Architects*, and is hereby applying for a Firm Permit.

I, the undersigned, am an Architect registered with the NWTAA, and a Director, Partner or Officer of this firm. I intend to serve as the *professional representative* of this firm, and will directly supervise the practice of architecture and the professional conduct of the firm.

I certify that the information provided is correct and complete to the best of my knowledge.

\_\_\_\_\_  
NAME OF PROFESSIONAL REPRESENTATIVE

\_\_\_\_\_  
LICENCE NO.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## REQUIRED DOCUMENTATION

**The following must accompany this application:**

- Proof of Incorporation (NWT Business Corporations Act)
- Certificate of Insurance
- Proof of Registration with  
Workers' Safety & Compensation Commission (WSCC)
- Annual Complaint Declaration for a Firm Permit

## FIRM PERMIT FEES

### APPLICATION FEE

(based on total number of NWTAA-registered Architects):

Firms with 1-2 registered NWTAA Architects	\$ 250.00
Firms with 3-5 registered NWTAA Architects	500.00
Firms with 6 or more registered NWTAA Architects	750.00

### ANNUAL FIRM PERMIT FEE

(based on the total number of Canadian-registered Architects employed by the firm)

For the first Architect	\$ 800.00
For each additional Architect, up to 4	650.00
For each additional Architect, up to 10	500.00
For each additional Architect, up to 20	300.00