



WEST VIRGINIA SECRETARY OF STATE
KRIS WARNER
ADMINISTRATIVE LAW DIVISION

eFILED
 4/21/2026 9:47:46 AM
 Office of West Virginia
 Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED
 BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Landscape Architects TITLE-SERIES: 9-03
 RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No
 RULE NAME: Fees
 CITE STATUTORY AUTHORITY: W.Va. Code §30-22-7

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) HB4265

Section §64-9-10(a) Passed On 3/14/2026 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

April 21, 2026

This rule shall terminate and have no further force or effect from the following date:

August 01, 2031

BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.

Yes

Kendra D Zamora -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.

**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 21, 2026
- 1.4. Effective Date. -- April 21, 2026
- 1.5. Sunset Provision. -- This rule shall terminate and have no further force or effect on August 1, 2031.

§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.

- 4.1. General Fees (Non-Refundable).
 - 4.1.1. Reciprocal or New Application \$200.00
 - 4.1.2. Temporary Permit \$100.00
 - 4.1.3. Duplicate Renewal Card \$5.00

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4.1.4.	Replacement Certificate	\$15.00
4.1.5.	Current Roster	\$25.00
4.1.6.	Insufficient Funds (returned check)	\$25.00
4.1.7.	Copies of Public Records (per page)	\$0.25
4.2. Certificate of Authorization (COA) Fees.		
4.2.1.	Application for Sole Proprietor	\$20.00
4.2.2.	Application for Firm with two or more Licensed Landscape Architects	200.00
4.2.3.	Duplicate/Replacement Certificate	\$15.00
4.3. Annual Renewal Fees.		
4.3.1.	License Renewal	\$200.00
4.3.2.	COA or License Renewal Late Fee	\$50.00
4.3.3.	Inactive Status	\$25.00
4.3.4.	Retired Status	\$5.00
4.3.5.	COA for Sole Proprietor	\$15.00
4.3.6.	COA for Firm with two or more Licensed Landscape Architects	\$200.00
4.4. Reinstatement Fees.		
4.4.1.	Retired or Inactive Licensees	\$100.00
4.4.2.	Expired License	\$350.00
4.4.3.	Expired COA for Sole Proprietor	\$60.00
4.4.4.	Expired COA for Firm with two or more Licensed Landscape Architects	\$450.00