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50-State Survey of Licensed Design Professional's Stamping and Sealing Obligations

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[1] This 50-State Survey is intended to provide general information concerning stamping and sealing regulations applicable to architects, engineers and land surveyors, current as of the date of this Edition. Several states require similar obligations for other licensed professions engaged in construction and design related services. This survey is not intended to and does not offer or constitute legal advice, nor is it inclusive of all stamping and sealing obligations applicable to professionals or trades. This information is not intended to create, and receipt of it does not constitute, a lawyer-client relationship. Readers should not act upon this information without seeking professional counsel, and any use of the information contained herein shall be at the user's own risk. Practitioners should consult the respective state statutes and professional regulations to ensure compliance with applicable rules, regulations and laws.

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Alabama

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Engineering

Alabama Board of Licensure for Professional Engineers and Land Surveyors - www.bels.alabama.gov

Responsible Charge:

"Responsible charge" is defined by Ala. Code § 34-11-1(9) as the "direct control and personal supervision of engineering work or land surveying work."

Ala. Admin. Code R. 330-X-2-.01(15) provides that "[t]he term 'Responsible Charge' shall mean direct control, personal supervision of, and legal responsibility for the engineering work or land surveying work performed. This responsible charge shall be of such a nature that the client may reasonably presume that the licensed engineer or land surveyor which he has employed is the provider of the professional services. The licensed professional engineer or licensed professional land surveyor providing such control and supervision shall have made decisions on technical matters of policy and design and shall have exercised his or her professional judgment in all engineering or land surveying matters that are embodied in the design and the plans, specifications, land surveys, or other documents involved in the work. By applying his or her seal, and/or signature, and date to the final documents, the licensee signifies compliance with the requirements of these definitions and the Rules of Professional Conduct (Code of Ethics) and accepts responsibility therefore."

Stamping and Sealing:

"All drawings, plans, specifications, plats, and reports involving the practice of engineering or land surveying shall when issued be dated and bear the seal or facsimile of the seal, signature, and licensure number of the professional engineer or land surveyor in responsible charge thereof." Ala. Code § 34-11-9(b).

Ala. Code § 34-11-7 provides the following regulations concerning the professional engineer's seal:

(a) The board shall issue a certificate of licensure upon payment of a licensure fee as provided for in this chapter to any applicant who, in the opinion of the board, has satisfactorily met all the requirements of this chapter. In the case of a professional engineer, the certificate shall authorize the practice of engineering. Certificates of licensure shall show the name of the licensee, shall have a license number, and shall be signed by the chair and the secretary of the board under the seal of the board.

(b) The issuance of a certificate of licensure by the board shall be prima facie evidence that the person named therein is entitled to all the rights and privileges of a professional engineer, or of a professional land surveyor unless the certificate is revoked, suspended, surrendered, lapsed, or expired.

(c) Each professional engineer should upon licensure obtain a seal of the design authorized by the board, bearing the licensee's name, licensure number, and the legend, "licensed professional engineer." Previously purchased seals bearing the terminology "registered" vs. "licensed" may continue to be used until replacement is required. Engineering drawings, plans, specifications, plats, and reports issued by a licensee or by qualified persons under the direction of the licensee and for which the licensee assumes full responsibility shall be certified pursuant to this chapter. It shall be unlawful for anyone to use an expired, suspended, surrendered, lapsed, or revoked certificate or seal or facsimile thereof.

(e) Whenever the seal is applied, the document must be signed by the licensee thereby certifying that he or she is competent in the subject matter and is responsible for the work product. A digital signature may be used in lieu of a handwritten signature.

Ala. Admin. Code r. 330-X-11-.02 – Seal Of The Licensee.

(1) Upon approval of licensure by the Board, licensees will be advised that they should secure an official seal which shall be applied to all drawings, specifications, reports and other engineering or land surveying documents prepared by or under the direct control and personal supervision of the licensees.
(2) The seals to be used by the licensees are to be circular in form and from 1 5/8 to 2 inches in diameter with copy of the design to be furnished each new licensee.
(3) Seals obtained prior to the adoption of this rule and which are in conformance with prior Board rules are acceptable.
(4) Rubber stamps and computer generated seals identical in size, design and content with the approved seals may be used by the licensee.
(5) Drawings, reports, or documents that are signed using a digital signature, as defined in 330-X-.02(10), shall contain authentication procedures.

Ala. Admin. Code r. 330-X-11-.03 – Seal On Documents.

(1) The seal, signature, and date of signature on a document signify that the document was prepared by the licensee or under his or her responsible charge, or that the licensee has reviewed the document in sufficient depth to fully coordinate and assume responsibility for documents prepared by another licensed professional engineer or licensed professional land surveyor.
(2) Two or more licensees may affix their signatures and seals on the same sheet provided it is designated by a note under the seal the specific subject matter for which each is responsible. In addition, each drawing shall be sealed and signed by the licensee or licensees responsible for each sheet.

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(3) The seal and signature shall be placed on work only when it was under the licensee's responsible charge. The licensee shall only sign and seal work within their area of competence.
  (a) Each design sheet for engineering practice and each map, plat or chart sheets for land surveying practice, shall be signed, sealed, and dated by the licensee who prepared the documents or under whose responsible charge the documents were prepared.
  (b) For reports and specifications when more than one sheet is bound together in one volume, the licensee who prepared the volume, or under whose responsible charge the volume was prepared, may sign, seal, and date only the title or index sheet, provided that this sheet clearly identifies all of the other sheets comprising the bound volume, and provided that any of the other sheets which were prepared by, or under the responsible charge of, another licensee, be signed, sealed, and dated by the other licensee.
  (c) Letters containing engineering or surveying recommendations should be signed and sealed on the signature page, whether those documents are transmitted via hard copy or electronic means.

(4) Plans, plats, specifications, drawings, reports, or other documents will be deemed to have been prepared under the responsible charge of a licensee only when all of the following conditions have been met and documented:
  (a) The client requesting preparation of such plans, plats, specifications, drawings, reports, or other documents makes the request directly to the licensee, or a member or employee of the licensee's firm;
  (b) The licensee supervises the preparation of the plans, plats, specifications, drawings, reports, or other documents and has input into their preparation prior to their completion;
  (c) The licensee reviews the final plans, plats, specifications, drawings, reports, or other documents; and
  (d) The licensee has the authority to, and does, make any necessary and appropriate changes to the final plans, plats, specifications, drawings, reports, or other documents.

(5) Any revision to a document containing the seal and signature of a licensee shall be described and dated. If the revisions are not done by the original licensee, the revisions must also be signed and sealed by the licensee in responsible charge of those revisions. The original seal and signature shall not be removed.

(6) The seal, signature, and date of signing shall be placed on all final specifications, land surveys, reports, plats, drawings, plans, design information, and calculations whenever presented to a client or any public or governmental agency to certify that the work was done by the licensee or under the responsible charge of the licensee. All work products presented which are not final shall be so identified. Working drawings or preliminary documents are not required to have a seal and signature if the working drawing or preliminary document contains a statement in large bold letters to the effect "PRELIMINARY, NOT FOR CONSTRUCTION, RECORDING PURPOSES OR IMPLEMENTATION."

(7) Working drawings consisting of sketches, reports, or otherwise a work product which is in whole or part intended to communicate work to be performed or for use in specific proposals and/or becomes a part of defining the scope of a contract for work, must be sealed, signed, and dated by the licensee who prepared these documents or under whose direct control and personal supervision they were prepared.

(8) A computer generated seal or facsimile is acceptable only when the signature of the professional engineer or professional land surveyor and the date the document was signed are on or adjacent to the computer generated or facsimile seal. Any variation from this procedure must be submitted to and approved by the Board. Drawings, specifications, plans, reports, or documents which do not require certification may be transmitted electronically but shall have the generated seal, if any, removed before transmitting and shall have the following inserted in lieu of the signature and date: "This document originally issued and sealed by (name of licensee), P.E. # /P.L.S.# on (date of sealing). This document should not be considered a certified document."

(9) In circumstances where a licensee in responsible charge of the work is unavailable to complete the work, or the work is a site adaptation of a standard design plan, or the work is a design plan signed and sealed by an out-of-jurisdiction licensee, a successor licensee may take responsible charge by performing all professional services to include developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor licensee but must clearly and accurately reflect the successor licensee's work. The burden is on the successor licensee to show such compliance. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all documents.

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(10) The seal and signature shall be placed on all original copy, tracings, or other reproducible documents so that the seal and signature will be reproduced when copies are made.

Ala. Admin. Code r. 330-X-11-.04 – Seal, Signature, And Date On Certifications.

(1) The term "Certification" as used herein shall be as set forth in Rule 330-X-2-.01 (8).
(2) When an Engineer or a land surveyor is presented with a Certification to be signed, sealed, and dated, he or she should carefully evaluate that Certification to determine if any of the circumstances set forth in subsection (3) below would apply.
(3) Engineers or land surveyors who sign, seal, and date Certifications which: (a) relate to matters which are beyond the engineer's or land surveyor's technical competence, or (b) involve matters which are beyond the engineer's or land surveyor's scope of services actually provided, or (c) relate to matters which were not prepared under the engineer's or land surveyor's responsible supervision, direction or control are subject to discipline pursuant to Rules 330-X-14-.05 (h) and 330-X-16.
(4) If any of these circumstances set forth in subsection (3) above would apply, that engineer or land surveyor shall either: (a) modify such Certification to limit its scope to those matters which the engineer or land surveyor can properly sign, seal, and date, or (b) decline to sign, seal, and date such Certification.

Architecture

Alabama Board of Architects - www.boa.alabama.gov

Responsible Charge:

According to Ala. Code § 34-2-30(5), "responsible control" is defined as "[c]ontrol over all phases of the practice of architecture, including, but not limited to, control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered architects applying the required professional standard of care."

Stamping and Sealing:

Ala. Code § 34-2-35. Seal of Architect; purpose, violations:

(a) Each registrant must obtain a seal of a design authorized by the board bearing the registrant's name, the legend "Registered Architect(s)," the words "State of Alabama," and the registrant's license registration number.
(b) Nothing in this chapter shall prevent a registered architect from being employed by a person, firm, partnership, corporation, or professional corporation.
(c) Plans, specifications, plates, and reports, and all documents prepared by an architect which are issued by a registrant must be stamped with the seal during the life of a registrant's certificate.
(d) It shall be unlawful for anyone to stamp or seal any document with the seal after the certificate or the registrant named thereon has expired or been suspended or revoked.
(e) It shall be unlawful for an architect or any other individual to stamp, to cause to be stamped, or to allow to be stamped any document or documents which were not prepared under the responsible control of the registered architect whose stamp is to be affixed thereon.
(f) On or after July 22, 1987, it shall be unlawful: (1) to practice architecture in a branch office not under the day-to-day supervision of a registered architect, or (2) for an architect to falsely represent himself or herself as being in responsible control of architectural work or to permit his or her seal, or facsimile thereof, to be used by another for any purpose. Violations shall be penalized as provided in Section 34-2-36.

NOTE: Criminally, violations are a Class A misdemeanor, with each day of violation constituting a "distinct and separate offense." Ala. Code § 34-2-36(a). Civil penalties for violations are to be determined by the Board and "shall not exceed $5,000.00 for each day the violation continues and shall not be greater than $25,000.00 total per violation. Ala. Code
§ 34-2-36(d).

Ala. Admin. Code r. 100-X-5-.03. The Architect's Seal.

Upon approval of registration, the Board will advise the registrant that he or she should secure a seal. The Board will provide the registrant with a sample of the seal. The seal may be a rubber stamp, an impression seal, or a computer-generated seal, if allowed by the Authority Having Jurisdiction. The seal shall be circular, two inches in diameter, and shall contain an outer circle which reads "STATE OF ALABAMA" at the top and "REGISTERED ARCHITECT" at the bottom. The architect's name and registration number

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must be placed inside the inner circle. The seal shall be used to identify all drawings, duplication of drawings, plans, specifications, plats and reports issued from his or her office for use in this state. By affixing the seal, the architect signifies that the document was prepared either by the registrant personally or under his or her responsible control.

(1) The architect's seal must be affixed on all final drawings, plans, specifications, plats and reports whenever presented to a client or any public or govemmental agency for the purpose of obtaining a permit for construction. Work products presented which are not final shall be so identified. Working drawings or unfinished, in- progress drawings must contain the following statement: "PRELIMINARY—NOT FOR CONSTRUCTION".

The architect's seal shall substantially resemble the sample seal shown [at right]:

Ala. Admin. Code r. 100-X-5-.10(d): The architect shall not seal drawings, specifications, reports or other professional work which was not prepared by or under the responsible control of the architect.

NOTE: Remediation procedures for unsealed or improperly sealed documents are found at Ala. Admin. Code r. 100-X-5-.04.

Land Surveying

Alabama Board of Licensure for Professional Engineers and Land Surveyors - www.bels.alabama.gov

Responsible Charge:

"Responsible charge" is defined by Ala. Code § 34-11-1(9) as the "direct control and personal supervision of engineering work or land surveying work."

Ala. Admin. Code r. 330-X-2.01 provides that "the term 'Responsible Charge' shall mean direct control, personal supervision of, and legal responsibility for the engineering work or land surveying work performed. This responsible charge shall be of such a nature that the client may reasonably presume that the licensed engineer or land surveyor which he has employed is the provider of the professional services. The licensed professional engineer or licensed professional land surveyor providing such control and supervision shall have made decisions on technical matters of policy and design and shall have exercised his or her professional judgment in all engineering or land surveying matters that are embodied in the design and the plans, specifications, land surveys, or other documents involved in the work. By applying his or her seal, and/or signature, and date to the final documents, the licensee signifies compliance with the requirements of these definitions and the Rules of Professional Conduct (Code of Ethics) and accepts responsibility therefore."

Stamping and Sealing:

All drawings, plans, specifications, plats, and reports involving the practice of engineering or land surveying shall when issued be dated and bear the seal or facsimile of the seal, signature, and licensure number of the professional engineer or land surveyor in responsible charge thereof. Ala. Code § 34-11-9(b).

Professional land surveyor's seal – Ala. Code § 34-1 -7:

(a) The board shall issue a certificate of licensure upon payment of a licensure fee as provided for in this chapter to any applicant who, in the opinion of the board, has satisfactorily met all the requirements of this chapter. In the case of a professional land surveyor, the certificate shall authorize the practice of land surveying. Certificates of licensure shall show the name of the licensee, shall have a license number, and shall be signed by the chair and the secretary of the board under the seal of the board.

(b) The issuance of a certificate of licensure by the board shall be prima facie evidence that the person named therein is entitled to all the rights and privileges of a professional engineer, or of a professional land surveyor unless the certificate is revoked, suspended, surrendered, lapsed, or expired.

(c) Each professional land surveyor should upon lice sure obtain a seal of the design authorized by the board, bearing the licensee's name, licensure number, and the legend, "licensed professional land surveyor." Previously purchased seals bearing the terminology "registered" vs. "licensed" may continue to be used until replacement is required. Land plats, legal descriptions of lands, and land surveying reports issued by a licensee or by qualified persons under the direction of the licensee and for which the licensee assumes full responsibility shall be certified pursuant to this chapter. It shall be unlawful for anyone to use an expired, suspended, surrendered, lapsed, or revoked certificate or seal or facsimile thereof.

Whenever the seal is applied, the document must be signed by the licensee thereby certifying that he or she is competent in the subject matter and is responsible for the work product. A digital signature may be used in lieu of a handwritten signature.

NOTE: *See* Alabama Administrative Code Rules 330-X-11-.02, 330-X-11-.03, and 330-X-11-.04, provided in this column of the "Engineering" section, *supra*, for additional, applicable rules.

Alaska

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Engineering

Alaska State Board of Registration for Architects, Engineers, and Land Surveyors http://www.commerce.alaska.gov/dnn/cbpl/ProfessionalLicensing/BoardofArchitectsEngineersandLandSurveyors.aspx
Licensing Statute – AS § 10.45, Licensing Regulations – 12 AAC 36.135, Business and Professions Act – A.S. § 08.48

Responsible Charge:

Under Alaska law, the "responsible in charge" requirements of an engineering firm are comparable with those of an architectural firm.

Engineering decisions that are the responsibility of registered engineers in responsible charge include those decisions concerning professional service or creative work, the adequate performance of which requires the specialized knowledge of applied mathematics and sciences, dealing with the design of structures, machines, equipment, utilities systems, materials, processes, works, or projects, public or private, the direction of or the performance of engineering surveys, consultation, investigation, evaluation, planning, and professional observation of construction of public and private structures, works, or projects and engineering review of drawings and specifications by regulatory agencies. AS § 08.48.341(16)

Stamping and Sealing:

Under Alaska law, the sealing requirements for a Registered Professional Engineer are comparable with those of a Registered Professional Architect.

Architecture

Alaska State Board of Registration for Architects, Engineers, and Land Surveyors https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofarchitectsengineersandlandsurveyors.aspx
Licensing Statute – AS § 10.45, Licensing Regulations – 12 AAC 36, Business and Professions Act – AS § 08.48

Responsible Charge:

According to Alaska Statute § 08.48.341(24), "responsible charge" means personal responsibility for the direct control and personal supervision of work. To be in "responsible charge" a person must hold a certificate of registration. 12 AAC 360.060.

The degree of control necessary for an architect to be in responsible charge shall be such that the architect personally makes or oversees all architectural decision. In making said decisions, the architect shall be physically present where the architectural activities occur.

Drawings, specifications, designs, and reports when issued in connection with work performed by a corporation, limited liability company, or limited liability partnership under its certificate of authorization, shall be prepared by or under the supervision of an individual in responsible charge and shall be signed by and tamped with the official seal of a person holding a certificate of registration. AS § 08.48.241(h).

Stamping and Sealing:

Seals. The law and applicable codes in Alaska have requirements that professional submissions must be sealed by the Registered Professional Architect who prepared them and/or supervised their preparation. Each registered architect may obtain a seal of the design authorized by the board, bearing the registrant's name, registration number, and the legend, "Registered Professional Architect," "Registered Professional Engineer," "Registered Professional Land Surveyor," or "Registered Professional Landscape Architect," as appropriate. An architect may not affix or permit a seal and signature to be affixed to an instrument after the expiration of a certificate or for the purpose of adding or abetting another person to evade or attempt to evade a provision of this chapter. The registrant, by affixing the registrant's seal to final drawings, specifications, surveys, plats, plates, reports, and other similar documents, and signing them, certifies that these documents were prepared by or under the registrant's direct supervision, unless the registrant certifies on the face of the document to the extent of the registrant's responsibility. AS § 08.48.221.

Seal Application. Only final design work for which the architect is qualified to seal and for which the architect claims responsibility shall be sealed, signed, and dated as specified in 12 AAC 36.185. Each sheet of final drawings approved for construction shall bear the signed and dated seal of the responsible professional (cover sheets that do not include design elements do not require a seal). If portions of drawings, documents, or other professional work are prepared by other registered professionals, an architect may seal only that portion of the work for which the architect has direct professional knowledge and direct supervisory control. An architect may only approve and seal documents that are safe for public health, property, and welfare in conformity with accepted architecture standards in Alaska. An architect may not apply a seal to a document dealing with professional services in which the architect is not qualified to sign or seal by virtue of direct professional knowledge, education, experience, and registration. AS § 08.48.331 provides a list of exemptions to the sealing requirements.

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Architecture decisions that are in the responsibility of the registered architect in responsible charge are those decisions concerning creative work in the design of buildings, consultation, investigation, evaluation, planning, design, and professional observation of construction, and architectural review of drawings and specifications by regulatory agencies. AS § 08.48.341(15).

Adaptations and Field Alterations of Seals. Under 12 AAC 36.195, an architect may only adapt, or field alter a document that has been sealed by an architect authorized AS § 36.195, an architect may only adapt or field alter a document that has been sealed by an architect authorized under AS § 08.48 if the architect:

1) has written permission to adapt/alter the sealed documents from the registrant who sealed the original documents or from the legal owner of the original sealed documents (pending the legal owner has proof of ownership),
2) reviews the sealed documents and makes all the necessary revisions to bring the sealed documents into compliance with applicable codes, regulations, and job-specific requirements,
3) affixes the calculations of the adapted or filed altered documents with a sealed certification,
4) reissues the sealed documents, and
5) maintains professional control over the use of site-adapted or field altered sealed documents as if they were other original sealed documents of the registrant and maintains the sealed documents on file.
6) An Alaska-registered architect can take responsibility for design work done by an out-of-state registrant not registered in Alaska by following the requirements of 12 AAC 36.195.

Arizona

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Design Professionals

Architects, engineers, assayers, home inspectors, geologists, landscape architects, surveyors, alarm companies, certified remediation specialists, and clandestine drug laboratory site remediation on-site workers and on-site supervisors are all licensed and regulated by the Arizona Board of Technical Registration ("BTR") https://btr.az.gov
Licensing Statutes – Arizona Revised Statutes ("A.R.S.") §§ 32-101 through 32-150
Licensing Regulations – Arizona Administrative Code ("AAC") at R4-30-1-1 through R4-30-307

Responsible Charge:

A firm may not engage in a profession regulated by the BTR unless the firm's professional services are "conducted under the full authority and responsible charge of a principal of the firm, who is also a registrant." A.R.S. § 32-141(A). The phrase "full authority and responsible charge" is not defined in the statutes of regulations and has not been interpreted or discussed in any Arizona court opinion.

Another related statute, A.R.S. § 32-125, makes a registrant "responsible for all documents that the registrant signs, stamps or seals, including those documents prepared by the registrant's bona fide employee." It is unsettled whether this creates financial liability for the registrant stamping or sealing the plans.

The professional services that must be conducted under the "full authority and responsible charged" of a principal registrant are broadly defined. Below are the statutory definitions for architectural practice, engineering practice, and land surveying:

- **Architectural Practice** is "any professional service or creative work requiring architectural education, training and experience." It includes any "application of the mathematical and physical sciences and the principles of architecture and architectural engineering to such professional services or creative work as consultation, evaluation, design and review of construction for conformance with contract documents and design, in connection with any building, planning or site development." A person or firm representing that it is an architect or able to perform architectural services will be deemed to be engaging in architectural practice. A.R.S. § 32-101(B)(7).
- **Engineering Practice** is "any professional service or creative work requiring engineering education, training and experience." It includes "the application of special knowledge of the mathematical, physical and engineering sciences to such professional services or creative work as consultation, research investigation, evaluation, planning, surveying…, design, location, development, and review of construction for conformance with contract documents and design, in connection with any public or private utility, structure, building, machine, equipment, process, work or project," as well as any "plans and designs relating to the location, development, mining and treatment of ore and other minerals." A person or firm representing that it is an engineer or able to perform engineering services will be deemed to be engaging in architectural practice. A.R.S. § 32-101(B)(11). Under the BTR's substantive policy statement *Definition of "Engineering Practice* effective November 18, 2014, the definition of "engineering practice" does not include participation in a request for qualifications ("RFQ") so long as the RFQ is followed by a request for proposals ("RFP") and final selection, and if the engineer is licensed by the BTR before the contract is warded, and the project is governed by 23 CFR 635.I 10(F)(2). In short, on some federally funded highway projects, engineering firms may submit RFQ responses without being licensed in Arizona.
- **Land Surveying Practice includes:** (a) "Measurement of land to determine the position of any monument or reference point that marks a property line, boundary or corner for the purpose of determining the area or description of the land"; (b) "Location, relocation, establishment, reestablishment, setting, resetting or replacing of corner monuments or reference points which identify land boundaries, rights-of-way or easements"; (c) "Platting or plotting of lands for the purpose of subdividing"; (d) "Measurement by angles, distances and elevations of natural or artificial features in the air, on the surface and immediate subsurface of the earth, within underground workings and on the surface or within bodies of water for the purpose of determining or establishing their location, size, shape, topography, grades, contours or water surface and depths, and the preparation and perpetuation of field note records and maps depicting these features"); or (e) "Setting, resetting or replacing of points to guide the location of new construction." A.R.S. § 32-101(B)(20).

Stamping and Sealing:

All plans, specifications, plats, or reports prepared by a registrant must bear the registrant's seal. A.R.S. § 32-125(B). A registrant is responsible for all documents bearing the registrant's seal. A.R.S. § 32-125(E).

By regulation (AAC R4-30-304), the following documents must be sealed:

1. Each sheet of drawings or maps
2. Each of the master sheets when reproduced into a single set of finished drawings or maps
3. Either the cover, title, index, or table of contents page, first sheet of each set of project specifications
4. Either the cover, index page, or first sheet of each addenda or change order to specifications
5. Either the cover, index page, or first sheet of bound details when prepared to supplement project drawings or maps
6. Either the cover, title, index, or table of contents page, or first sheet of any report, specification, or other professional document prepared by a registrant or the registrant's bona fide employee
7. The signature line of any letter or other professional document prepared by a registrant, or the registrant's bona fide employee; and
8. Shop drawings that require professional services or work as described in the Act

Expert reports prepared for legal disputes probably need to be stamped as well, since serving as an expert witness constitutes "engineering practice." See Arizona Board of Technical Registration Substantive Policy Statement dated October 24, 2017.

Arkansas

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Engineering

Arkansas Board of Licensure for Professional Engineers and Professional Surveyors
http://www.pels.arkansas.gov/Websites/pels/images/Electronic%20Rulebook%20(eff.%20October%202013).pdf

Arkansas Code Annotated—Title 17. Professions, Occupations, and Businesses, Subtitle 2. Nonmedical Professions, Chapter 30. Engineers, Subchapter 3 Registration

Responsible Charge:

A.C.A. § 17-30-101(6) "Responsible charge" means direct control of, supervision of, and legal responsibility for all engineering work performed.

Stamping and Sealing:

Article 12 of the Rules of the Arkansas Board of Licensure for Professional Engineers and Professional Surveyors provides the following regulations concerning the professional engineer's seal:

B. Seals

1. Upon licensure each professional engineer may obtain a seal of the design authorized by the Board bearing the licensee's name, license number and the legend "Licensed Professional Engineer."
   a. Each final engineering document to include drawings, cover sheet of each volume of specifications, and written reports prepared by a licensee shall, when issued, be dated, signed and stamped with the said seal or facsimile thereof by the responsible licensee(s). It shall be unlawful for an engineer to affix, or permit his seal or facsimile thereof to be affixed to any engineering drawing, specifications, plats or reports after the expiration of his license or for the purpose of aiding or abetting any other person to evade or attempt to evade any provision of the statutes and the Rules of the Board.
   b. Record or as-built drawings representing what is believed to be constructed shall not be sealed unless specifically required by contract and shall then contain a caveat or disclaimer that provides as applicable:
      1. the information in the drawing is a compiled representation of the constructed project;
      2. identifies the source and basis of information used in preparing the drawing;
      3. states or declares that the drawing is believed to be correct to the best of the professional's knowledge but it cannot be guaranteed accurate.
2. Upon licensure each professional surveyor may obtain a seal of the design authorized by the Board, bearing the licensee's name, license number and the legend "Licensed Professional Surveyor." Final drawings, plats and reports prepared by a licensee shall, when issued, be dated, signed and stamped with the said seal or a facsimile thereof. It shall be unlawful for a licensee to affix or permit his seal and signature or facsimile thereof to be affixed to any drawings, plats or reports he did not prepare himself or supervise the preparation of or after the expiration of his license or for aiding or abetting any other person to evade or attempt to evade any provision of the Statutes and Rules of the Board.
3. Each firm that is issued a Certificate of Authorization (COA) shall obtain a seal of the design authorized by the Board, bearing the name of the firm and the COA number.
4. The Board hereby establishes the design of and clarifies the use of the seal by a licensee as follows:
   a. The engineer and surveyor and certificate of authorization seals shall use the following designs, however, seals previously acquired in compliance with then current rules need not be changed nor modified as a result of subsequent rule changes unless specifically required;
   b. The seal shall be from 1 ¼ to 2 inches diameter and have a milled edge in conformance with the above designs. A facsimile rubber stamp is authorized in lieu of a seal. The stamp may have either a milled edge, or two (2) concentric circles with the outer and inner circles corresponding with the respective edges of the milling on the seal. The licensee's name and number inscribed in the seal shall correspond to the name and certificate number shown on the Certificate of Licensure;
   c. The seal shall be affixed to documents and instruments only when the license certificate is current and in good standing, and then only on such documents and instruments which have been prepared by the licensee or under the supervision of the licensee. The licensee shall be responsible for assuring the seal, however affixed, is legible on the document;
   d. By affixing his seal to any documents or instruments, the licensee accepts full responsibility and liability for the professional work represented on such documents or instruments; and

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e. Documents may be sealed electronically and may be signed and/or transmitted electronically if done in one of the following ways:
   i. Documents digitally signed may be transmitted electronically as long as the signature is unique to and under the sole control of the person who applied it, be capable of verification and be linked to the document in such a manner that the signature is invalidated if any data on the document is altered;
   ii. Documents manually or digitally sealed but not signed may be transmitted electronically so long as an original signature and date shall be affixed over the seal and maintained on a paper or electronic copy of the document in the office of record. The electronically transmitted file shall contain the following: "This document was originally issued and sealed by (name of licensee), (license number) on (date). This copy is not a signed and sealed document."; or
   iii. Documents manually or digitally signed and sealed may be digitally copied and transmitted by electronic means;

A.C.A. § 17-30-303(a)(2)—Authorization Certificates: All final drawings, specifications, plans, reports, calculations, or other engineering papers or documents involving the practice of engineering, as defined in this chapter, when issued or filed for public record, shall be dated and bear the signature and seal of the professional engineer qualified in the appropriate branch of engineering who prepared them or under whose immediate direction they were prepared.

A.C.A. § 17-30-305 (a)(1)(J)—Administrative Violations and Penalties: The State Board of Licensure for Professional Engineers and Professional Surveyors may suspend, revoke, or refuse to issue, restore, or renew a certificate of licensure of, or place on probation, fine, or reprimand a professional engineer who is: Signing, affixing the professional engineer's seal, or permitting the professional engineer's seal or signature to be affixed to an instrument of practice that has not been prepared or completely checked by the professional engineer or under the professional engineer's direct supervision or control

Architecture

Arkansas State Board of Architects, Landscape Architects, and Interior Designers
http://www.asbalaid.arkansas.gov/Websites/asbalaid/images/ASBALAID_Administrative_Rules_and_Regulations_Septermber_15_2013_FINAL_KJG.pdf

Arkansas Code Annotated—Title 17. Professions, Occupations, and Businesses, Subtitle 2. Nonmedical Professions, Chapter 15. Architects, Subchapter 3 Registration and Licensing

Responsible Charge:

The Arkansas State Board of Architects, Landscape Architects, and Interior Designers provides the following guidance on the responsible control of architects:

Definition: Responsible control is the amount of control over and detailed knowledge of the content of technical submissions during their preparation, which is ordinarily exercised by registered architects who are applying the required professional standard of care. Reviewing or correcting technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed professional knowledge of the content of such submissions throughout their preparation.

Stamping and Sealing:

Arkansas Code Annotated § 17-15-307 provides the following seal and signature requirements for architects:

Official Seal (A.C.A. § 17-15-307)

a. Upon registration, each registrant hereunder shall obtain a seal of such design as the Arkansas State Board of Architects, Landscape Architects, and Interior Designers shall authorize and direct. Plans and specifications prepared by, or under the direct supervision of, a registered architect shall be stamped with this seal during the life of the registrant's certificate. It shall be unlawful for anyone to stamp or seal any documents with the seal after the certificate of the registrant named thereon has expired or has been revoked unless the certificate shall have been renewed or reissued.

The Arkansas State Board of Architects, Landscape Architects, and Interior Designers provides more information regarding the design and use of the architect's seal in its Rules and Regulations:

Section XI: Practice of Architecture in Arkansas

D. Design and Use of Architect's Seal: Each registered architect shall procure a seal which shall contain the name of the registered architect, license registration number, and the words: "REGISTERED ARCHITECT – STATE OF ARKANSAS" The seal shall comply, in all respects, in size and format, with the description of the design requirements as set forth below:

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Unlawful Practice of Architects:

1. It shall be unlawful to practice architecture in an office not under the day to-day supervision of a registered architect

2. It shall be unlawful for an architect to falsely represent himself as being in responsible control of architectural work, or to permit his/her seal, or facsimile thereof, to be used by another for any purpose.
3. A firm engaged in the practice of architecture in Arkansas must employ one (1) or more persons registered to practice architecture in Arkansas who are in full authority and responsible control of the firm's architectural practice. Persons in full authority and responsible control shall mean regularly employed persons in that office who are in unrestricted, unchecked, and qualified control of, and are legally accountable for, the actions of the architectural practice.
4. Any office maintained for the preparation of drawings, specifications, reports, and other professional work shall have in that office an architect duly registered with this board, in full authority and responsible control, having direct knowledge and responsible control of such work.
5. Each firm shall provide and maintain the current mailing address and physical address of its main office and each office located in Arkansas.
6. If any change occurs in any of the information provided to the Board during the period for which certificate of authorization is granted, it shall be reported to the board within thirty (30) days of its effective date.

1. Seal Design Requirements
   a. Design: Metal impression, rubber stamp, or printed, two (2) concentric circles 1.5" and 1" in diameter. Space between bearing words "Registered Architect" and "State of Arkansas." Space within inner circle bearing names and registration numbers as follows:
      i. For a registered corporation, the corporation name and registered number
      ii. For a partnership, the partnership name and registration numbers of partners
      iii. For an individual, the name and registration number INDIVIDUAL – SEAL SAMPLE CERTIFICATE OF AUTHORIZATION – SEAL SAMPLE
   b. Any method that legibly reproduces the architect's seal is permitted.
2. Use of Architect's Seal
   a. Architects shall affix their seal, actual signature, and date of affixation to all original contract documents, including index sheets identifying all drawings covered, as well as cover and index pages identifying all specification pages covered. Presentation documents (renderings and/or drawings used to communicate conceptual information only) are not required to be sealed, signed, or dated.
   b. Contract documents considered incomplete by the architect may be released for interim review without the architect's seal or signature affixed, but shall bear the architect's name and be conspicuously marked to clearly indicate the documents are for interim review and not intended for bidding, permit, or construction purposes.
   c. Those sheets or pages prepared by consultants (structural, mechanical, electrical, etc.), which are retained by the architect, shall bear the seal and registration number of the responsible consultant.
   d. Once documents bearing the architect's seal are issued from the architect's office, the seal shall not be removed, except as follows: If the architect's client requests electronic drawing files that will be used as reference documents, the following statement shall be substituted for the seal: "THE RECORD COPY OF THIS DRAWING IS ON FILE AT THE OFFICES OF (NAME OF FIRM), (ADDRESS OF FIRM). THIS ELECTRONIC DOCUMENT IS RELEASED FOR THE PURPOSES OF REFERENCE, COORDINATION, AND/OR FACILITY MANAGEMENT. THIS ELECTRONIC DOCUMENT OR MODIFICATIONS THEREOF SHALL NOT BE USED FOR CONSTRUCTION."
   e. Except as noted in Section (f), no architect shall affix the seal and signature to contract documents developed by others.
   f. No person, other than the architect represented, shall use or attempt to use the prescribed seal or shall modify documents bearing such seal, without first obtaining the written authority of the architect represented and clearly indicating on the documents the extent of the modifications made.
   g. On original documents, the use of signature reproductions, such as rubber stamps or computer-generated signatures or other facsimiles, shall be permitted.
   h. Authorized use of the prescribed seal is an individual act whereby the architect must personally inscribe the seal. The architect is responsible for its security when not in use.

E. Unauthorized Use of Architect's Seal

1. A registered architect whose seal appears on drawings or specifications prepared by persons who are not registered or not under the architect's direct supervision will be deemed to have aided or abetted in the practice of architecture by a person not duly authorized to practice architecture.
2. A registered architect, whose seal appears on drawings or specifications bearing names of persons not so registered, unless they are identified as the engineers or consultants, will be deemed to have aided or abetted in the practice of architecture by a person not duly authorized to practice architecture.

A registered architect whose seal appears on drawings or specifications that unlicensed persons have contracted to prepare or furnish will be deemed to have aided or abetted in the practice of architecture by a person not duly authorized to practice architecture.

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Land Surveying

Arkansas Board of Licensure for Professional Engineers and Professional Surveyors
http://www.pels.arkansas.gov/Websites/pels/images/Electronic%20Rulebook%20(eff.%20October%202013).pdf

Arkansas Code Annotated—Title 17. Professions, Occupations, and Businesses, Subtitle 2. Nonmedical Professions, Chapter 48. Surveyors, Subchapter 1 General Provisions.

Responsible Charge:

A.C.A. § 17-48-101(5) "Responsible charge" means direct control of, supervision of, and legal responsibility for the surveying work performed.

Registration Required for Trainees (A.C.A. § 17-48-201(2)): The professional surveyor signing and sealing the surveys shall be personally and professionally responsible therefor, and his or her participation in any firm either as a partner, principal, or employee does not limit his or her individual liability.

Stamping and Sealing:

Arkansas Code Annotated § 17-48-105 provides the following seal and signature requirements for surveyors.

Seal and Signature Required (A.C.A. § 17-48-105)

b. Each licensed professional surveyor shall:
   1. Procure a personal seal, in form approved by the State Board of Licensure for Professional Engineers and Professional Surveyors; and
   2. Affix his or her signature and the seal upon all maps, plats, surveys, or other documents before the delivery thereof to any client or before offering to file a record of any such map, plat, survey, or other document in the office of the recorder of deeds of any county or with any proper public authority.

c. It is unlawful for the recorder of deeds of any county or any proper public authority to file or record any map, plat, survey, or other document within the definition of land surveying that does not have impressed thereon and affixed thereto the personal signature and seal of a licensed professional surveyor by whom the map, plat, survey, or other document was prepared.

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Engineering

Department of Consumer Affairs, Board for Professional Engineers, Land Surveyors, and Geologists – www.bpelsg.ca.gov
Regulations for Professional Engineers California Business and Professions Code – Professional Engineers Act (Business and Professions §§ 6700-6799, www.bpelsg.ca.gov/laws/pe_act.pdf)

Responsible Charge:

Bus. Prof. Code § 6703.
The phrase "responsible charge of work" means the independent control and direction, by the use of initiative, skill, and independent judgment, of the investigation or design of professional engineering work or the direct engineering control of such projects. The phrase does not refer to the concept of financial liability.

Bus. Prof. Code § 6704.
Defines who may use engineer titles (a) In order safeguard life, health, property, and public welfare, no person shall practice civil, electrical, or mechanical engineering unless appropriately licensed or specifically exempted from licensure under this chapter, and only persons licensed under this chapter, and only persons licensed under this chapter shall be entitled to take and use the titles "consulting engineer," "professional engineer," or "registered engineer," or any combination of those titles or abbreviations thereof, and according to licensure with the board the engineering branch titles specified in Section 6732, or the authority titles specified in Sections 6736 and 6736.1, or the title "engineer-in-training"

Stamping and Sealing:

Bus. Prof. Code § 6732
It is unlawful for anyone other than a professional engineer licensed under this chapter to stamp or seal any plans, specifications, plats, reports, or other documents with the seal or stamp of a professional engineer, or in any manner, use the title "professional engineer," "licensed engineer," "registered engineer," or "consulting engineer," or any of the following branch titles: "agricultural engineer," "chemical engineer," "civil engineer," "control system engineer," "electrical engineer," "fire protection engineer," "industrial engineer," "mechanical engineer," "metallurgical engineer," "nuclear engineer," "petroleum engineer," or "traffic engineer," or any combination of these words and phrases or abbreviations thereof unless licensed under this chapter.

Bus. Prof. Code § 6735. Preparation, signing, and sealing of civil engineering documents.
(a) All civil (including structural and geotechnical) engineering plans, calculations, specifications, and reports (hereinafter referred to as "documents") shall be prepared by, or under the responsible charge of, a licensed civil engineer and shall include his or her name and license number. Interim documents shall include a notation as to the intended purpose of the document, such as "preliminary," "not for construction," "for plan check only," or "for review only." All civil engineering plans and specifications that are permitted or that are to be released for construction shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping. All final civil engineering calculations and reports shall bear the signature and seal or stamp of the licensee, and the date of signing and sealing or stamping. If civil engineering plans are required to be signed and sealed or stamped and have multiple sheets, the signature, seal or stamp, and date of signing and sealing or stamping, shall appear on each sheet of the plans. If civil engineering specifications, calculations, and reports are required to be signed and sealed or stamped and have multiple pages, the signature, seal or stamp, and date of signing and sealing or stamping shall appear at a minimum on the title sheet, cover sheet, or signature sheet.
b) Notwithstanding subdivision (a), a licensed civil engineer who signs civil engineering documents shall not be responsible for damage caused by subsequent changes to or uses of those documents, if the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed civil engineer who originally signed the documents, provided that the engineering service rendered by the civil engineer who signed the documents was not also a proximate cause of the damage

Bus. Prof. Code § 6733. Use of stamp or seal when certificate not in force
It is unlawful for anyone to stamp or seal any plans, specifications, plats, reports, or other documents with the seal after the certificate of the registrant, named thereon, has expired or has been suspended or revoked, unless the certificate has been renewed or reissued

Bus. Prof. Code § 6735.3. Signing and sealing of electrical engineering documents
(a) All electrical engineering plans, specifications, calculations, and reports (hereinafter referred to as "documents") prepared by, or under the responsible charge of, a licensed electrical engineer shall include his or her name and license number. Interim documents shall include a notation as to the intended purpose of the document, such as "preliminary," "not for construction," "for plan check only," or "for review only." All electrical engineering plans and specifications that are permitted or that are to be released for construction shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping. All final electrical engineering calculations and reports shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping.

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If electrical engineering plans are required to be signed and sealed or stamped and have multiple sheets, the signature, seal or stamp, and date of signing and sealing or stamping shall appear on each sheet of the plans. If electrical engineering specifications, calculations, and reports are required to be signed and sealed or stamped and have multiple pages, the signature, seal or stamp, and date of signing and sealing or stamping shall appear at a minimum on the title sheet, cover sheet, or signature sheet.
(b) Notwithstanding subdivision (a), a licensed electrical engineer who signs electrical engineering documents shall not be responsible for damage caused by subsequent changes to or uses of those documents, if the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed electrical engineer who originally signed the documents, provided that the engineering service rendered by the electrical engineer who signed the documents was not also a proximate cause of the damage.

Bus. Prof. Code § 6735.4. Signing and sealing of mechanical engineering documents
(a) All mechanical engineering plans, specifications, calculations, and reports (hereinafter referred to as "documents") prepared by, or under the responsible charge of, a licensed mechanical engineer shall include his or her name and license number. Interim documents shall include a notation as to the intended purpose of the document, such as "preliminary," "not for construction," "for plan check only," or "for review only." All mechanical engineering plans and specifications that are permitted or that are to be released for construction shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping. All final mechanical engineering calculations and reports shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping. If mechanical engineering plans are required to be signed and sealed or stamped and have multiple sheets, the signature, seal or stamp, and date of signing and sealing or stamping shall appear on each sheet of the plans. If mechanical engineering specifications, calculations, and reports are required to be signed and sealed or stamped and have multiple pages, the signature, seal or stamp, and date of signing and sealing or stamping shall appear at a minimum on the title sheet, cover sheet, or signature sheet.
(b) Notwithstanding subdivision (a), a licensed mechanical engineer who signs mechanical engineering documents shall not be responsible for damage caused by subsequent changes to or uses of those documents, if the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the licensed mechanical engineer who originally signed the documents, provided that the engineering service rendered by the mechanical engineer who signed the documents was not also a proximate cause of the damage.

Bus. Prof. Code § 6735.5. Use of the word “certify” or “certification”
The use of the word “certify” or “certification” by a registered professional engineer in the practice of professional engineering or land surveying constitutes an expression of professional opinion regarding those facts or findings which are the subject of the certification, and does not constitute a warranty or guarantee, either expressed or implied.

Bus. Prof. Code § 6735.6. “As built,” “as constructed,” or “record” plans
If a registered civil engineer is required to provide as built, as constructed, or record plans for improvements or grading, which plans show changes during the construction process, the following shall apply: (a) If the registered civil engineer provided construction phase services on the project that include supervision of the construction of engineering structures, the plans shall be based upon the field observations of the registered civil engineer and his or her agents, and information received from the project owner, project contractors, and public agencies. (b) If the registered civil engineer did not provide construction phase services on the project that include supervision of the construction of engineering structures, the plans shall be based on information received from the project owner, project contractors, and public agencies, but need not be based upon a field verification or investigation of the improvements or grades, unless the registered civil engineer is engaged to provide such field verification services. (c) The registered civil engineer shall not be required to include a certificate or statement on as built, as constructed, or record plans that is inconsistent with or varies from the provisions

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Architecture

Department of Consumer Affairs, California Architects Board – www.cab.ca.gov
Regulations for Registered Architects per California Business and Professions Code – Architects Practice Act (Business and Professions Code §§ 5500-5610.7)
Regulations for Professional and Vocational Regulations per California Code of Regulations – CCR §§ 100-160 (www.cab.ca.gov/act/all-in-one.shtml)

Responsible Charge:

Rules of Professional Conduct, CCR § 160:
A violation of any rule of professional conduct in the practice of architecture constitutes a ground for disciplinary action. Every person who holds a license issued by the Board shall comply with the following
A violation of any rule of professional conduct in the practice of architecture constitutes a ground for disciplinary action. Every person who holds a license issued by the Board shall comply with the following:
(a) Competence:
An architect shall undertake to perform professional services only when he or she, together with those whom the architect may engage as consultants, are qualified by education, training, and experience in the specific technical areas involved. In addition to subsection (a)(1) above, when practicing architecture, an architect shall act with reasonable care and competence, and shall apply the technical knowledge and skill which is ordinarily applied by architects of good standing, practicing in this state under similar circumstances and condition.
(b) Willful Misconduct:
1. In designing a project, an architect shall have knowledge of all applicable building laws, codes, and regulations.
2. An architect may obtain the advice of other professionals (e.g., attorneys, engineers, and other qualified persons) as to the intent and meaning of such laws, codes, and regulations and shall not knowingly design a project in violation of such laws, codes and regulations.
3. Whenever the Board is conducting an investigation, an architect or a candidate for licensure shall respond to the Board's requests for information and/or evidence within 30 days of the date mailed to or personally delivered on the architect or a candidate for licensure.
(c) Conflict of Interest:
1. An architect shall not accept compensation for services from more than one party on a project unless the circumstances are fully disclosed to and agreed to (such disclosure and agreement to be in writing) by all such parties.
2. If an architect has any business association or financial interest which is substantial enough to influence his or her judgment in connection with the performance of professional services, the architect shall fully disclose in writing to his or her client(s) or employer(s) the nature of the business association or financial interest. If the client(s) or employer(s) object(s) to such association or financial interest, the architect shall either terminate such association or interest or offer to give up the project or employment.
3. An architect shall not solicit or accept payments, rebates, refunds, or commissions whether in the form of money or otherwise from material or equipment suppliers in return for specifying their products to a client of the architect.
4. An architect shall not engage in a business or activity outside his or her capacity as an officer, employee, appointee, or agent of a governmental agency knowing that the business or activity may later be subject, directly or indirectly to the control, inspection, review, audit, or enforcement by the architect.

Stamping and Sealing:
Design and Use of an Architect's Seal, CCR § 136:
1. The stamp authorized for use by architects by section 5536.1 of the code may be purchased from any source. It shall be circular in shape and shall be not less than one (1) inch in diameter and not more than two (2) inches in diameter. The stamp shall be of a design similar to those shown below and shall bear at minimum those elements specified in section 5536.1(b) of the Code.
2. The stamp shall not be of the embossing type.
3. The license renewal date shall be shown on the stamp by either leaving a space on the stamp where the architect shall write his or her renewal date or having the license date printed on the stamp.

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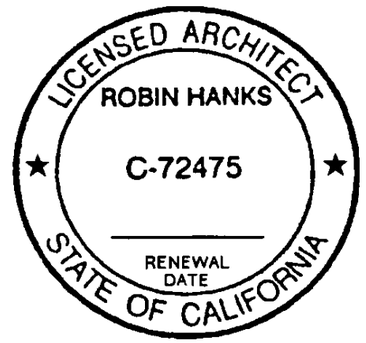
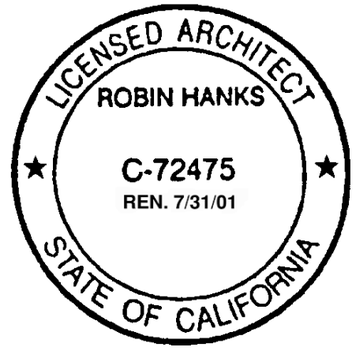
5.When acting as the interpreter of construction contract documents and the judge of construction contract performance, an architect shall endeavor to secure faithful performance of all parties to the construction contract and shall not show partiality to any party.
(d) Full Disclosure:
1. An architect shall accurately represent to a prospective or existing client or employer his or her qualifications and the scope of his or her responsibility in connection with projects or services for which he or she is claiming credit.
2. An architect shall respond in writing within 30 days to any request from the Board for information solicited in connection with a candidate's application for a license to practice architecture. When providing information in connection with a candidate's application for a license to practice architecture, an architect shall accurately report the candidate's training or experience for the period of time that the architect had direct supervision of the candidate.
(e) Copyright Infringement:
1. An architect shall not have been found by a court to have infringed upon the copyrighted works of other architects or design professionals.
(f) Informed Consent:
1. An architect shall not materially alter the scope or objective of a project without first fully informing the client and obtaining the consent of the client in writing.





Land Surveying

Department of Consumer Affairs, Board for Professional Engineers, Land Surveyors, and Geologists – www.bpelsg.ca.gov
Regulations for Professional Land Surveyors per California Business and Professions Code – Professional Land Surveyors' Act (Business and Professions §§ 8700-8805, www.bpelsg.ca.gov/laws/pls_act.pdf)

Responsible Charge:

Bus. Prof. Code § 8703.
The phrase "responsible charge of work" means the independent control and direction, by the use of initiative, skill and independent judgment, of the observations, measurements, and descriptions involved in land surveying work. The phrase does not refer to the concept of financial liability.

Bus. Prof. Code § 8704. Practice of land surveying
Any person practices land surveying when he professes to be a land surveyor or is in responsible charge of land surveying work

Stamping and Sealing:

Bus. Prof. Code § 8750. Stamp or seal Upon being licensed
Each licensee shall obtain a stamp or seal of the design authorized by the board bearing the licensee's name, number of certificate, and the legend "Licensed Land Surveyor," or "Professional Land Surveyor."

Bus. Prof. Code § 8761. Signing and sealing of land surveying documents

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Bus. Prof. Code § 8726. Land surveying defined
A person, including any person employed by the state or by a city, county, or city and county within the state, practices land surveying within the meaning of this chapter who, either in a public or private capacity, does or offers to do any one or more of the following:

(a) Locates, relocates, establishes, reestablishes, or retraces the alignment or elevation for any of the fixed works embraced within the practice of civil engineering, as described in Section 6731.
(b) Determines the configuration or contour of the earth's surface, or the position of fixed objects above, on, or below the surface of the earth by applying the principles of mathematics or photogrammetry.
(c) Locates, relocates, establishes, reestablishes, or retraces any property line or boundary of any parcel of land, right-of-way, easement, or alignment of those lines or boundaries.
(d) Makes any survey for the subdivision or resubdivision of any tract of land. For the purposes of this subdivision, the term "subdivision" or "resubdivision" shall be defined to include, but not limited to, the definition in the Subdivision Map Act (Division 2 (commencing with Section 66410) of Title 7 of the Government Code) or the Subdivided Lands Law (Chapter 1 (commencing with Section 11000) of Part 2 of Division 4 of this Code).
(e) By the use of the principles of land surveying determines the position for any monument or reference point which marks a property line, boundary, or corner, or sets, resets, or replaces any such monument or reference point.
(f) Geodetic or cadastral surveying. As used in this chapter, geodetic surveying means performing surveys, in which account is taken of the figure and size of the earth to determine or predetermine the horizontal or vertical positions of fixed objects thereon or related thereto, geodetic control points, monuments, or stations for use in the practice of land surveying or for stating the position of fixed objects, geodetic control points, monuments, or stations by California Coordinate System coordinates.
(g) Determines the information shown or to be shown on any map or document prepared or furnished in connection with any one or more of the functions described in subdivisions (a), (b), (c), (d), (e), and (f).
(h) Indicates, in any capacity or in any manner, by the use of the title "land surveyor" or by any other title or by any other representation that he or she practices or offers to practice land surveying in any of its branches.
(i) Procures or offers to procure land surveying work for himself, herself, or others.
(j) Manages, or conducts as manager, proprietor, or agent, any place of business from which land surveying work is solicited, performed or practiced. 6 2018 Professional Land Surveyors' Act
(k) Coordinates the work of professional, technical, or special consultants in connection with the activities authorized by this chapter. (l) Determines the information shown or to be shown within the description of any deed, trust deed, or other title document prepared for the purpose of describing the limit of real property in connection with any one or more of the functions described in subdivisions (a) to (f), inclusive. (m) Creates, prepares, or modifies electronic or computerized data in the performance of the activities described in subdivisions (a), (b), (c), (d), (e), (f), (k) and (l). (n) Renders a statement regarding the accuracy of maps or measured survey data. Any department or agency of the state or any city, county, or city and county that has an unregistered person in responsible charge of land surveying work on January 1, 1986, shall be exempt from the requirement that the person be licensed as a land surveyor until such time as the person currently in responsible charge is

(a) Any licensed land surveyor or civil engineer authorized to practice land surveying may practice land surveying and prepare maps, plats, reports, descriptions, or other documentary evidence in connection with that practice.
(b)) All maps, plats, reports, descriptions, or other land surveying documents shall be prepared by, or under the responsible charge of, a licensed land surveyor or civil engineer authorized to practice land surveying and shall include his or her name and license number.
(c) Interim maps, plats, reports, descriptions, or other land surveying documents shall include a notation as to the intended purpose of the map, plat, report, description, or other document, such as "preliminary" or "for examination only."
(d) All final maps, plats, reports, descriptions, or other land surveying documents issued by a licensed land surveyor or civil engineer authorized to practice land surveying shall bear the signature and seal or stamp of the licensee and the date of signing and sealing or stamping. If the land surveying document has multiple pages or sheets, the signature, seal or stamp, and date of signing and sealing or stamping shall appear, at a minimum, on the title sheet, cover sheet or page, or signature sheet, unless otherwise required by law.
(e) It is unlawful for any person to sign, stamp, seal, or approve any map, plat, report, description, or other land surveying document unless the person is authorized to practice land surveying.
(f) It is unlawful for any person to stamp or seal any map, plat, report, description, or other land surveying document with the seal or stamp after the certificate of the licensee that is named on the seal or stamp has expired or has been suspended or revoked, unless the certificate has been renewed or reissued.

Bus. Prof. Code § 8761.1. Consistency of authority to sign and seal land surveying document
The authority of a licensed land surveyor or registered civil engineer to prepare, sign, issue, stamp, seal, or approve any map, plat, report, description or other document shall be consistent with that person's authority to practice land surveying.

Bus. Prof. Code § 8761.2. Responsibility for subsequent changes
Notwithstanding the provisions of Section 8761, a registered civil engineer or licensed land surveyor who signs land surveying maps, plats, reports, descriptions, or other surveying documents shall not be responsible for damage caused by subsequent changes to or uses of those maps, plats, reports, descriptions, or other surveying documents, where the subsequent changes or uses, including changes or uses made by state or local governmental agencies, are not authorized or approved by the registered civil engineer or licensed land surveyor who originally signed the maps, plats, reports, descriptions, or other surveying documents, provided that the engineering or surveying service rendered by the civil engineer

California	Ben Patrick, Esq. Matthew D. Peng, Esq. GORDON & REES SCULLY MANSUKHANI 275 Battery Street, Suite 2000 San Francisco, CA 94111
replaced. The review, approval, or examination by a governmental entity of documents prepared or performed pursuant to this section shall be done by, or under the direct supervision of, a person authorized to practice land surveying.	or land surveyor who signed the maps, plats, reports, descriptions, or other surveying documents was not also a proximate cause of the damage.

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Engineering

Colorado State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors http://cdn.colorado.gov/cs/Satellite/DORA-Reg/CBON/DORA/1251632143556
Professional Statutes – Colorado Revised Statutes Title 12. Professions and Occupations, Article 25. Engineers, Surveyors, and Architects Part 1. Engineers

Responsible Charge:

According to Colorado Revised Statute § 12-25-102(14) "responsible charge" means personal responsibility for the control and direction of engineering work within a professional engineer's scope of competence. Experience may only be classified as "responsible charge" if the engineer is licensed pursuant to this part 1, unless the work involves an activity exempted pursuant to section 12-25-103.

The degree of control necessary for an engineer to be in responsible charge shall be such that the engineer: (i) Personally makes engineering decisions, or personally reviews and approves proposed decisions prior to their implementation, including consideration of alternatives whenever engineering decisions that could affect the life, health, property, and welfare of the public are made. In making said engineering decisions, the engineer shall be physically present or, through the use of communication devices, be available in a reasonable period of time as appropriate; and (ii) judges the validity and applicability of recommendations prior to their incorporation into the work, including the qualifications of those making the recommendations.

Engineering decisions that are made by, and are the responsibility of, the professional engineer in responsible charge are those decisions concerning permanent or temporary work that could create a danger to the life, health, property, and welfare of the public, such as, but not limited to, the following:
(i) The selection of engineering alternatives to be investigated and comparison of alternatives for engineering works.
(ii) The selection or development of design standards or methods, and materials to be used.
(iii) The selection or development of techniques or methods of testing to be used in evaluating materials or completed works, either new or existing.

As a test to evaluate whether an engineer is in responsible charge the following must be considered: An engineer who signs and seals engineering documents in responsible charge must be capable of answering questions as to the engineering decisions made during the engineer's work on the project in sufficient detail as to leave little doubt as to the engineer's proficiency for the work performed. It is not necessary to defend decisions as in an adversarial situation, but only to demonstrate that the engineer in responsible charge made them and possessed sufficient knowledge of the project to make them. Examples of questions to be answered by the engineer

Stamping and Sealing:

Colorado Revised Statute § 12-25-117 provides the following regulations concerning the professional engineer's seal:

(1) Upon receiving a license from the board, a professional engineer may obtain a crimp type seal, a rubber stamp type seal, or an electronic type seal of a design approved by the board. The seal must contain the licensed professional engineer's name and license number and the designation "Colorado licensed professional engineer". Colorado professional engineers licensed before July 1, 2004, may continue to use their prior existing seals.
(2) Repealed.
(3) A professional engineer shall use a seal and signature only when the work to which the seal is applied was prepared under the engineer's responsible charge.
(4) (Deleted by amendment, L. 94, p. 1493, § 17, effective July 1, 1994.)
(5) The board shall adopt rules governing use of the seal and the retention, use, and distribution of sealed documents and copies thereof.

Section 5.0 the Board of Licensure Rules of Professional Engineering Practice provides the following practice standards for stamping and sealing construction documents:

Under Colorado's Rules of Practice, only final documents, i.e., those which have been finalized, are ready for submittal for permit review, or for construction, are required to be signed and stamped. The final documents must include the date on which they are signed and stamped. Sealed documents that are not final, such as draft, preliminary documents, works-in-progress documents, building review documents, or bid documents, must be identified as "preliminary", "for plan check", or "not for construction" or other appropriate descriptor. Specific provisions relative to sealing include:

5.1.2 - Seal Application. A seal must be applied to either the final reproducible or final reproduction of all of the following.
(a) Each sheet of engineering drawings.
(b) The cover, title page, and table of contents of specifications bound in book form.
(c) The title page of details bound in book form and prepared specifically to supplement project drawings.
(d) The title or signature page of engineering reports.

5.1.3 - Signature and Date Required. The signature (manual or electronic) of the licensee and date of signature shall be affixed to the document. If a manual signature is used, the signature of the licensee and date of signature shall appear through the seal.

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could relate to criteria for design, methods of analysis, selection of materials and systems, economics of alternate solutions, and environmental considerations. The individual should be able to clearly define the degree of control and how it was exercised and be able to demonstrate that the engineer was answerable within said degree of control necessary for the engineering work done.

The term “responsible charge” does not refer to financial liability.

A professional engineer who adopts, signs, and seals work previously engineered shall perform sufficient review and calculation to ensure that all standards of practice required of licensees are met, including satisfying the relevant criteria stated in paragraphs (b) and (c) above, and shall take professional and legal responsibility for documents signed and sealed under his/her responsible charge.

Section 2.0 of the Colorado Board of Licensure Bylaws the Board shall interpret “responsible charge” of engineering, as defined in Section 12-25-102(14).

5.1.3.1 - Signature May Be Required By Public Agencies. A public agency may require a signature (manual or electronic) of the licensee on reproductions.

5.1.4 - Sealing Documents That Are Not Final. When a licensee seals engineering documents that are not final, the status of the engineering documents must be identified as preliminary. Further qualifying descriptors may be added, e.g. “for review,” “not for construction,” “for bid only.”

5.1.5 - Limiting Scope of Responsibility. When a licensee signs and seals a document, the licensee is responsible for the entire document unless the licensee limits the seal to one or more disciplines (e.g. civil, structural, mechanical, etc.) shown on the document. To limit the scope of responsibility for an engineering document to one or more disciplines, on the face of such document, the licensee must include a specific written statement adjacent to the seal that accurately reflects the scope of responsibility for the document.

All disciplines or aspects of the work shown on that document must be signed and sealed by the person(s) in responsible charge.

Architecture

Colorado State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors http://cdn.colorado.gov/cs/Satellite/DORA-Reg/CBON/DORA/1251632143556
Colorado’s Architect Practice Act http://cdn.colorado.gov/cs/Satellite/DORA-Reg/CBON/DORA/1251632143556

Responsible Charge:

According to Colorado Revised Statute § 12-25-302(7) “responsible control” shall be such that the architect: (i) Personally makes architectural decisions, or personally reviews and approves proposed decisions prior to their implementation, including consideration of alternatives whenever architectural decisions that could affect the life, health, property, and welfare of the public are made. In making said architectural decisions, the architect shall be physically present or, through the use of communication devices, be available as reasonably appropriate; and (ii) judges the validity and applicability of recommendations prior to their incorporation into the work, including the qualifications of those making the recommendations.
Architectural decisions that are made by, and are the responsibility of, the architect in “responsible control” are those decisions concerning permanent or temporary work that could create a danger to the life, health, property, and welfare of the public, such as, but not limited to, the following:
(i) The selection of architectural alternatives to be investigated and comparison of alternatives for architectural works.
(ii) The selection or development of design standards or methods, and materials to be used.
(**iii)** The selection or development of techniques or methods of testing to be used in evaluating materials or completed works, either new or existing.

Stamping and Sealing:

Architect's seal - rules, C.R.S. § 12-25-317 (2016)
(1) Upon receiving a license from the board, an architect may obtain a crimp type seal, a rubber stamp type seal, or an electronic type seal in a design approved by the board. The seal must contain the architect's name and license number and the designation "Colorado licensed architect". Architects licensed before July 1, 2013, may continue to use their existing seals.
(2) An architect shall use his or her seal, signature, and the date of signature only when the work to which the seal is applied was prepared under the architect's responsible control.
(3) The board shall adopt rules governing use of the seal and the retention, use, and distribution of sealed documents and copies thereof.
Section 7.0 the Board of Licensure Rules of Professional Architect Practice provides the following practice standards for stamping and sealing construction documents:
Under Colorado’s Rules of Practice, only final documents, i.e., those which have been finalized, are ready for submittal for permit review, or for construction, are required to be signed and stamped. The final documents must include the date on which they are signed and stamped. Sealed documents that are not final, such as draft, preliminary documents, works-in-progress documents, building review

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As a test to evaluate whether an architect is in "responsible control" the following must be considered: An architect who signs and seals architectural documents in "responsible control" must be capable of answering questions as to c the architectural decisions made during the architect's work on the project in sufficient detail as to leave little doubt
as to the architect's proficiency for the work performed. It is not necessary to defend decisions as in an adversarial
the architect could relate to criteria for design, methods of analysis, selection of materials and systems, economics of alternate solutions, and environmental considerations. The individual should be able to clearly define the degree of control and how it was
the architectural work done.

An architect who adopts, signs, and seals work performed by others shall perform sufficient review and calculation to ensure that all standards of practice required of licensees are met, including satisfying the relevant criteria stated
in paragraphs (b) and (c) above, and shall take professional responsibility for documents signed and sealed under
his/her responsible charge.

Section 2.0 of the Colorado Board of Licensure Bylaws provides that the Board shall interpret "responsible control" of architecture, as defined in Section 12-25-302(7).

documents, or bid documents, must be identified as "preliminary", "for plan check", or "not for construction" or other appropriate descriptor. Specific provisions relative to sealing include:

1.2 - Seal Application. A seal must be applied to the final reproduction of all of the following.
Each sheet of architectural drawings. The cover, title page, and table of contents of specifications bound in book form. The title page of details bound in book form and prepared specifically to supplement project drawings.

1.4 - Sealing Documents That Are Not Final. When a licensee seals architectural documents that are not final, the status of the architectural documents must be identified as preliminary. Further qualifying descriptors may be added, e.g. "for review," "not for construction," "for bid only.

1.5 - Limiting Scope of Responsibility. Licensees shall only sign, date, and seal drawings, specifications, ports or other professional work for which they have direct professional knowledge and responsible control. When a licensee seals, signs, and dates a document, it is presumed that responsibility has been med for the entire document unless the seal is limited by a statement adjacent to the seal that accurately reflects the licensee's scope of responsibility for the document.

Land Surveying

Responsible Charge:

Colorado Revised Statute § 12-25-202(10) provides that "responsible charge" of land surveying shall mean that degree of control a professional land surveyor is required to maintain over land surveying decisions made personally or by others over which the land surveyor exercises supervisory direction and control authority.

The degree of control necessary for a land surveyor to be in responsible charge shall be such that the land surveyor: (i) personally makes surveying decisions, or personally reviews and approves proposed decisions including consideration of field observation, physical evidence, and recorded data whenever surveying decisions that could affect the life, health, property, and welfare of the public are made. In making said surveying decisions, the land surveyor shall be physically present or, through the use of communication devices, be available in a reasonable period of time as appropriate; and (ii) judges the validity and applicability of recommendations prior to their incorporation into the work, including the qualifications of those making the recommendations.

Stamping and Sealing:

Professional land surveyor's seal - rules, C.R.S. § 12-25-217 (2016)
(1) Upon receiving a license from the board, a professional land surveyor may obtain a crimp type seal, a rubber stamp type seal, or an electronic type seal of a design approved by the board. The seal must contain the licensed professional land surveyor's name and license number and the designation "Colorado licensed professional land surveyor". Colorado land surveyors licensed before July 1, 2004, may continue to use their prior existing seals.
(2) All documents, plats, and reports resulting from the practice of land surveying shall be identified with and bear the seal or exact copy thereof, signature, and date of signature of the land surveyor in responsible charge.
(3) A professional land surveyor shall use a seal and signature only when the work to which the seal is applied was prepared under the professional land surveyor's responsible charge.
(4) The board shall adopt rules governing use of the seal and the retention, use, and distribution of sealed documents and copies thereof.

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Land surveying decisions that are made by, and are the responsibility of, the professional land surveyor in responsible charge are those decisions concerning work that could create a danger to the life, health, property, and welfare of the public, such as, but not limited to, the following:
(i) The selection of field observations, physical evidence, and recorded data to be investigated, compared, and analyzed.
(ii) The selection of methods or procedures to be used to accomplish the work.
(iii) Work products that comply with all relevant surveying statutes.

As a test to evaluate whether a land surveyor is in responsible charge the following must be considered: A land surveyor who signs and seals documents in responsible charge must be capable of answering questions as to the surveying decisions made during the land surveyor's work on the project in sufficient detail as to leave little doubt as to the land surveyor's proficiency for the work performed. It is not necessary to defend decisions as in an adversarial situation, but only to demonstrate that the land surveyor in responsible charge made them and possessed sufficient knowledge of the survey project to make them. Examples of questions to be answered by the land surveyor could relate to criteria for the procedures of data collection, analysis of field data, recorded data and final determinations. The individual should be able to clearly define the degree of control and how it was exercised and be able to demonstrate that the land surveyor was answerable within said degree of control necessary for the surveying work done.

The term "responsible charge" does not refer to financial liability.

A professional land surveyor who adopts, signs, and seals work previously surveyed shall perform sufficient review and calculation to ensure that all standards of practice required of licensees are met, including satisfying the relevant criteria stated in C.R.S. § 12-25-202(10)(b)(c), and shall take professional and legal responsibility for documents signed and sealed under his/her responsible charge.

Section 2.0 of the Board Bylaws provides that the Board shall interpret "responsible charge" of land surveying, as defined in Section 12-25-202(10), C.R.S.

6.0 - Rules of Professional Land Surveying Practice
Under Colorado's Rules of Practice, only final documents, i.e., those which have been finalized, are ready for submittal for permit review, or for construction, are required to be signed and stamped. The final documents must include the date on which they are signed and stamped. Sealed documents that are not final, such as draft, preliminary documents, works-in-progress documents, building review documents, or bid documents, must be identified as "preliminary", "for plan check", or "not for construction" or other appropriate descriptor. Specific provisions relative to sealing include:

6.1.2 - Seal Application. Pursuant to Section 12-25-217, C.R.S., the professional land surveyor's seal must be applied to either the final reproducible or final reproduction of any of the following being delivered to the public.
(a) Each sheet of documents and plats resulting from the practice of land surveying.
(b) The title or signature page of surveying reports.
6.1.4 - Sealing Documents That Are Not Final. When a licensee seals surveying documents that are not final, the status of the surveying documents must be identified as preliminary. Further qualifying descriptors may be added, e.g. "for review."

6.1.5 - Limiting Scope of Responsibility. To limit a Professional Land Surveyor's scope of responsibility on a document, the licensee shall include a written statement or certification that defines the surveying services performed under his or her responsible charge.

All aspects of the Professional Land Surveyor's work shown on that document shall be sealed, signed, and dated by the licensee in responsible charge.

Connecticut

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Engineering and Land Surveying

Connecticut Department of Consumer Protection – Professional Engineers and Land Surveyors Licensing
https://portal.ct.gov/DCP/License-Services-Division/All-License-Applications/Professional-Engineers-and-Land-Surveyors-Licensing

Connecticut State Board of Examiners for Professional Engineers and Land Surveyors
https://portal.ct.gov/DCP/Occupational-and-Professional-Division/Occupational-Boards/State-Board-of-Examiners-for-Professional-Engineers-and-Land-Surveyors

General Statutes of Connecticut, Title 20 – Chapter 391 – Sections 20-299 to 20-310 – https://www.cga.ct.gov/current/pub/chap_391.htm

Connecticut State Agency Regulations, 20-300-1 to 20-300-15 – https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/Title_20Subtitle_20-300/

Responsible Charge, § 20-300-12:

(a) The Board adopts the following rules of professional conduct as the code of ethics for professional engineers and land surveyors.

. . .

(4) The engineer or land surveyor shall not affix his or her seal to any plan, map, survey, sketch, drawing, specification, or other document not prepared personally or under his or her supervisory control.

A licensee may seal, or sign and seal, documents not prepared by the licensee or by an employee under the licensee's supervisory control, provided the licensee shall prepare, and retain for a period of not less than six years, a thorough written evaluation of the professional services represented by the documents, including but not limited to, drawings, specifications, reports, design calculations and references to applicable codes and standards. Such written evaluation shall clearly identify the project and the documents to which it relates, the sources of the documents and the name of the person or organization for which the written evaluation was conducted and the date of the evaluation; and the seal and signature of the licensee shall also be affixed thereto.

…

Stamping and Sealing, § 20-300-10:

(a) Each licensee, upon notification of licensure, will be authorized to obtain an official seal of a size and design prescribed by the Board. The seal shall be applied to all plans, maps, surveys, sketches, drawings, specifications, and documents pertaining to any project submitted by the licensee to his or her client. Where drawings or documents are bound together, the application of the seal on one sheet or page shall be considered sufficient, except in filing plans for building permits and appurtenant structures where each sheet shall be sealed.

(b) A rubber stamp of identical size and design to the specified seal shall suffice. Where a licensee is classified as a professional engineer and as a land surveyor, two seals are necessary. The licensee shall not affix his or her seal to any plan, map, survey, sketch, drawing, specification, or other document not prepared personally or under his or her supervisory control. A licensee may seal, or sign and seal, documents not prepared by the licensee or by an employee under the licensee's supervisory control, provided the licensee shall prepare, and retain for a period of not less than six years, a thorough written evaluation of the professional services represented by the documents, including but not limited to, drawings, specifications, reports, design calculations and references to applicable codes and standards. Such written evaluation shall clearly identify the project and the documents to which it relates, the sources of the documents, the name of the person or organization for which the written evaluation was conducted and the date of the evaluation. The seal and signature of the licensee shall also be affixed thereto.

(c) In lieu of a handwritten signature and live seal on paper documents, a licensee shall be permitted to place a digital signature on electronic documents if all of the following criteria are met:

(1) The digital signing process satisfies the requirements of the Digital Signature Standard (“DSS”) established by the National Institute of Standards and Technology. This standard may be obtained at the following website: http://csrc.nist.gov/publications/;

(2) The digital signature keys are unique to the licensee;

(3) The digital signature keys can be verified by a trusted third party or some other approved process as belonging to the licensee;

(4) The private key used for signing electronic documents is under the licensee's direct and exclusive control; and

(5) An electronic document that is altered in any way after being digitally signed fails the verification process.

(6) A licensee may transmit an electronic document without a digital signature provided that any graphical facsimile of the licensee's handwritten signature or stamp does not appear on the document. For cases where the facsimile signature or stamp cannot be erased or removed, a note shall be placed on the document in a prominent location stating that “This shall not be considered a sealed document.”

(d) An electronic document, digitally signed according to the criteria described in subsection (c) of this section, shall be considered “sealed by” or “stamped with a seal of” a licensed surveyor or a licensed professional engineer.

(e) Users of private digital keys are responsible for their use in digitally signing electronic documents. A lost or compromised private digital key shall be reported to the board and the department of consumer protection immediately, but not later than fifteen (15) days after discovery. In such cases, the lost or compromised key shall not be used and the licensee shall cause a new key pair to be generated in accordance with the criteria described in subsection (c) of this section. Failure to report such loss may subject the holder to disciplinary action by the board. Misuse of the lost or compromised key by others shall remain the responsibility of the licensee until such misuse or loss is reported pursuant to this subsection.

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(f) The licensed land surveyor shall indicate on any map or survey which bears his or her seal and signature, for submittal to his or her client or town clerks as required under section 7-31 of the general statutes, that said map or survey is substantially correct to the degree of accuracy shown thereon. The accuracy shall be classified in accordance with section 20-300b-11 of the Regulations of Connecticut State Agencies.

(g) Holders of official seals and/or stamps are responsible for their use in sealing and/or stamping of engineering and land surveying documents. Loss of seals and/or stamps shall be reported to the board of examiners and the department of consumer protection immediately, but not later than fifteen (15) days after discovery. Failure to report such loss may subject the holder to disciplinary action by the board. A petition for the issuance of a new license may be submitted concurrently with report of the loss. Misuse of the lost seal and/or stamp by others shall remain the responsibility of the licensee until such loss is reported pursuant to this subsection.

Architecture

Connecticut Architectural Licensing Board – http://www.portal.ct.gov/DCP/Occupational-and-Professional-Division/Occupational-Boards/Architectural-Licensing-Board

General Statutes of Connecticut, Title 20 – Chapter 390 – Sections 20-288 to 20-298c – https://www.cga.ct.gov/current/pub/chap_390.htm

Connecticut State Agency Regulations, 20-289-1 to 20-289-13a – https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/Title_20Subtitle_20-289/

Responsible Charge, § 20-289-10a:

(e) Professional Conduct.

(1) An architect shall not sign or seal drawings, specifications, reports or other professional work unless the architect was in responsible charge of their preparation.

(2) The term "in responsible charge of their preparation" means that such professional work is prepared or reviewed under the licensed architect's control under the following conditions:

(A) the architect has detailed professional knowledge of the work;

(B) the architect has documented involvement in the preparation of the work;

(C) the architect has applied the required professional competency to the work;

(D) the architect has accepted full responsibility for the work; and

(E) for at least eight years from the date the work was signed or sealed, or from the date of substantial completion as defined in section 52- 584a of the General Statutes, whichever is later, the architect shall maintain and make available to the board and the Department of Consumer Protection records adequate to demonstrate that the architect has complied with subparagraphs (1) through (4) of this subdivision.

(3) An architect shall neither offer nor make any gifts with the intent of influencing the judgment of an existing or prospective client in connection with a project in which the architect is interested.

Stamping and Sealing, § 20-289-7a:

a) Each person granted a license shall use a seal, the design, arrangement, size and wording of which shall be prescribed by the board.

b) Each corporation granted a certificate of authorization for the practice of architecture, or limited liability company granted a license for the joint practice of architecture, shall use a seal, the design, arrangement, size and wording of which shall be prescribed by the board.

c) An embossing seal, rubber stamp or electronic seal conforming to the seals prescribed pursuant to subsection (a) or (b) of this section may be used by the licensee. Any other seal or rubber stamp, or any variation thereof, is disapproved and shall not be used.

d) An electronic seal shall be permitted on electronic documents if all the following criteria are met:

1) It is unique to the architect;
2) It is verifiable;
3) It is under the architect's direct and exclusive control;
4) It is linked to the electronic document in such a manner that causes changes to be easily determined and visually displayed if any data in the electronic document file is changed subsequent to the electronic seal having been affixed to the electronic document;
5) Any attempt to change the electronic document after the electronic seal is affixed shall cause the electronic seal to be removed or altered significantly enough to invalidate the electronic seal; and

Any time the electronic document is to be electronically transmitted, the electronic document shall be converted to read-only.

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Engineering

Delaware Association of Professional Engineers – https://www.dape.org/

Delaware Code Ann. – Title 24 – Chapter 28 – Professional Engineers – http://delcode.delaware.gov/title24/c028/

Responsible Charge:

24 Del. Code Ann. § 2803(27)

"Responsible charge" means a professional engineer's supervision of, control over, and possession of detailed professional knowledge of an engineering work. A professional engineer is only considered to be in responsible charge of an engineering work if the professional engineer makes independent professional decisions regarding the engineering work without requiring instruction or approval from another authority and maintains control over those decisions by the professional engineer's physical presence at the location where the engineering work is performed or by electronic communication with the individual executing the engineering work.

Stamping and Sealing:

24 Del. Code Ann. § 2829 – Seals, stamps, and signature.

(a) Each licensee shall obtain a seal of the design authorized by the Council, bearing the licensee's name, license number and the legend "professional engineer." The seal format may be embossing, rubber stamp or digital. All new licensees must submit proof of their Delaware seal to the Council office no later than 6 months after the licensee's application approval date, and failure to do so will result in the licensee being placed by the Council in delinquent status.

(b) In addition to the embossing seal required by the foregoing provisions of this section:

(1) Licensees may procure and use a stamp containing the same data as the embossing seal, or

(2) Licensees may use a seal, signature, and date that can be created or transmitted electronically.

24 Del. Code Ann. § 2830 – Dating, signing, and sealing.

(a) All final drawings, specifications and documents involving the practice of engineering as defined in this chapter when issued or filed for public record shall be dated and bear the signature and seal of the licensee or licensees who prepared or approved them.

(b) If original tracings are sealed or stamped, the date of sealing or stamping must appear under the signature.

(c) [Repealed].

Architecture

Delaware Board of Architects – https://dpr.delaware.gov/boards/architects/

Delaware Code Ann. – Title 24 – Chapter 3 – Architecture – http://delcode.delaware.gov/title24/c003/index.shtml

Delaware Admin. Code – Title 24 – 300 Board of Architects – http://regulations.delaware.gov/AdminCode/title24/300.shtml

Responsible Charge:

24 Del. Code Ann. § 302(3),(4), and (6)

Delaware law requires that documents be sealed by "registered architects" who had "direct supervision" of the submissions. The relevant definitions under the statute are as follows:

"Certificate of registration" shall mean any document which indicates that a

Stamping and Sealing:

Delaware law says the following about sealing of documents by "registered architects" who had "direct supervision" over the submissions:

24 Del. Code Ann. § 313 – Seal.

Every registered architect shall have a seal of a design authorized by the Board by regulation. All technical submissions prepared by such architect, or under the architect's direct supervision, shall be stamped with the impression of the architect's seal. No registered architect shall impress the seal on any technical submissions unless they were prepared under the architect's direct supervision.

Del. Admin. Code – 300 Board of Architects – § 7.5.2

An architect may sign and seal technical submissions only if the technical submissions were: (i) prepared by the architect; (ii) prepared by persons under the architect's responsible control; or (iii) prepared by another architect registered in this State if the signing and sealing architect has reviewed the other architect's work and either has coordinated the preparation of the work or has integrated the work into his or her own technical submissions, or (iv) prepared by another architect registered in any United States jurisdiction and holding the certification issued by NCARB if (a) the signing and sealing architect has reviewed the other architect's work and has integrated the work into his/her

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person is currently registered with the Board of Architects.

"Direct supervision" shall mean that degree of supervision by a person overseeing the work of another whereby the supervisor has both control over and detailed professional knowledge of the work prepared under the person's supervision.

"Registered architect" shall mean an architect holding a current certificate of registration.

own technical submissions and (b) the other architect's technical submissions are prototypical building documents. An architect may also sign and seal drawings, specifications, or other work which is not required by law to be prepared by an architect if the architect has reviewed such work and has integrated it into his/her own technical submissions.

"Responsible control" shall be that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by a registered ~~a~~architects applying the required professional standard of care, including but not limited to an architect's integration of information from manufacturers, suppliers, installers, the architect's consultants, owners, contractors, or other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect's technical submissions if the architect has coordinated and reviewed such information. Other review, or review and correction of technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed knowledge of the content of such submissions throughout their preparation.

Any registered architect signing or sealing technical submissions not prepared by that architect but prepared under the architect's responsible control by persons not regularly employed in the office where the architect is resident, shall maintain and make available to the Board upon request for at least five (5) years following such signing and sealing, adequate and complete records demonstrating the nature and extent of the architect's control over and detailed knowledge of such technical submissions throughout their preparation.

Any registered architect signing or sealing technical submissions integrating the work of another architect into the registered architect's own work as permitted under clauses (iii) and (iv) above shall maintain and make available to the Board upon request for at least five (5) years following such signing and sealing, adequate and complete records demonstrating the nature and extent of the registered architect's review of and integration of the work of such other architect's work into his/her own technical submissions, and that such review and integration met the required professional standard of care.

Del. Admin. Code – 300 Board of Architects – § 2.2.3 – The seal of an architect shall not be required for:

1. activities associated with detached, single and two-family dwellings, and any sheds, storage buildings and garages incidental to such dwellings or
2. farm buildings, including barns, silos, sheds or housing for farm equipment and livestock, provided such structures are designed to be occupied by no more than ten (10) persons; or
3. alteration, renovation or remodeling of a structure which does not affect structural or other safety features of the structure, regardless of whether local authorities require a building permit for such work and when the work contemplated by the design does not require the issuance of a permit under applicable building codes.

Del. Admin. Code – 300 Board of Architects – § 7.6 Design and Use of Architect's Seal

7.6.1 Pursuant to 24 Del.C. §313, and subject to 6.7 and 7.5, each architect shall procure a seal, which shall contain the name of the architect; his/her registration number and the phrase REGISTERED ARCHITECT--STATE OF DELAWARE. This seal shall comply in all respects, including size and format, with the specimen shown below. The architect shall use his/her legal name on the Certificate of Registration, the seal and the license.

7.6.1.1 An electronic seal and signature are permitted to be used in lieu of a stamped impression of the architect's seal and original signature, 24 Del.C. §313, when the following conditions are met:

7.6.1.1.1 It is a unique identification of the professional;

7.6.1.1.2 It is verifiable;

7.6.1.1.3 It is under the professional's direct and sole control;

7.6.1.1.4 It is linked to a document in such a manner that the electronic seal and signature are invalidated if any data in the document are changed;

7.6.1.1.5 The graphic image of the electronic seal [at right] shall have the same graphic appearance in all respects as 7.6.1 above.

7.6.2 Pursuant to 24 Del.C. §313, all technical submissions which are published and/or are submitted to public authorities for building permits or regulatory approvals shall be sealed by the architect. Each design, each drawing, each set of specifications, all addenda and the cover of all other technical submissions shall be sealed. Other technical submissions include designs and drawings of a preliminary nature which are submitted to any public and/or the reviewing agency. When technical submissions are submitted

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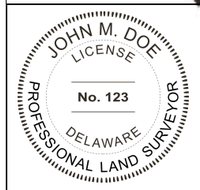
	late of expiration of the architect's e direct supervision of the individual ssional services of the architect are rchitect for the benefit of any other at the time such registered architect been so employed by including the has not been employed to furnish
	shtml
	**Stamping and Sealing:** 24 Del. Code Ann. § 2719 Every land surveyor licensed in this State shall have a seal of a design authorized by the Board by regulation and which bears the professional land surveyor's name. All technical submissions prepared by such land surveyor, or under that land surveyor's direct supervision, shall be stamped with the impression of the professional land surveyor's seal. No professional land surveyor shall impress that land surveyor's seal on any technical submission unless it has been prepared under that land surveyor's direct supervision. Del. Admin. Code – 2700 Board of Registration for Prof. Land Surveyors – 16.0 Professional Seals, Rubber Stamps and Signature 16.1 A raised seal shall be used wherever possible. 16.2 When a raised seal cannot be used, a rubber seal may be used, but only with red ink so that the lettering will stand out. 16.3 The signature must be originally hand written. 16.4 The seal to be used by a Delaware licensee shall conform to the above regulation and have two concentric circles. The inner circle shall contain only the words "REGISTERED," "NO.," and "DELAWARE." The area between the two circles shall contain, at the bottom, the words "PROFESSIONAL LAND SURVEYOR" reading counterclockwise and at the top, the name of the licensee as written below reading clockwise. 16.5 The seal acceptable to the Board is the one recognized in the trade as the No. 1 official pocket size, which has an inner circle 1" in diameter and an outer circle 1 ½" in diameter. A sample is to the left. Replace JOHN DOE AND No. 123 with your name and number. 16.6 All new licensees shall provide to the Board a copy of both the raised and rubber seal within 30 days of issuance of their license.

District of Columbia

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Architecture and Landscape Architecture

Board of Architecture, Interior Design and Landscape Architecture – https://dlcp.dc.gov/node/1617366

D.C. Statute §§ 47-2853.61 - .68 (Architects) and §§ 47-2853.116 - .118 (Landscape Architects)

D.C. Municipal Regulations, Title 17, Chapter 34 (ARCHITECTS)

Responsible Charge:

D.C. Statute § 47-2853.64 defines "**responsible charge**" as "direct control and personal supervision by a licensed architect, interior designer, or landscape architect in the provision of professional design services, including that the licensee personally makes professional design decisions or reviews and approves proposed decisions before their implementation, including consideration of alternatives whenever technical decisions are to be made, and judges the qualifications of technical specialists and the validity and applicability of their recommendations before the recommendations are incorporated in the work."

Stamping and Sealing:

D.C. Municipal Regulations, Title 17, § 3413 (Seal of an Architect)

Each licensed architect shall procure a seal, which shall contain the name of the licensed architect, his or her license number, and the words LICENSED ARCHITECT-DISTRICT OF COLUMBIA. This seal shall comply in all respects, including size and format, with the specimen shown [at right]

The seal shall be evidence of the authenticity of the document and shall be imprinted on all technical submissions, as follows:

(a) each design and each drawing;

(b) on the cover and index pages identifying each set of specifications; and

(c) on the cover page (and index, if applicable) of all other technical submissions.

The seal appearing on any technical submission shall be prima facie evidence that the technical submission was prepared by or under the direct supervision of the individual named on the seal.

No licensed architect shall affix or permit to be affixed his or her seal or signature to any technical submission which depicts work which he or s e is not competent to perform.

No licensed architect shall affix his or her seal or signature to any technical submission that was not prepared by him or her or under his or her direct supervision or by another licensed architect and reviewed, approved, or modified and adopted under his or her direct supervision.

When the license of a licensed architect has been revoked or suspended by the Board, the licensed architect shall surrender his or her seal to the secretary of the Board within a period of thirty (30) days after the revocation or suspension has become effective. If the license of the architect has been suspended for a period of time, his or her seal shall be returned upon expiration of the suspension period. The seal shall not be used for any purpose after the effective date of any suspension or revocation.

The licensed architect, when affixing his or her seal to any technical submission or any other instruments of services, shall affix his or her name, by manual signature or electronic signature, across the printed image of the seal. An electronic signature must be:

(a) Unique to the person using it;

(b) Capable of verification;

(c) Under the sole control of the person using it; and

(d) Linked to a document in such a manner that the electronic signature is invalidated if any data in the document are changed.

All technical submissions or other instruments of services shall be identified as architecture documents.

District of Columbia

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Engineering and Land Surveying

Board of Professional Engineering – **https://dlcp.dc.gov/node/1617401**

D.C. Statute §§ 47-2853.131 - .133 (Professional Engineers) and §§ 47-2853.111 - .114 (Land Surveyors)

D.C. Municipal Regulations, Title 17, Chapter 15 (Professional Engineers and Land Surveyors

Responsible Charge:

D.C. Municipal Regulations, Title 17, § 1517.5(c) prohibit licensed professional engineers and land surveyors from affixing their "signature or seal to any engineering or land surveying plan or document … not prepared under the licensee's **direct supervisory control**.

1. Direct supervisory control (responsible charge) requires a licensee or employee to carry out client contacts, provide internal and external financial control, oversee employee training, and exercise control and supervision overall job requirements to include research, planning, design, field supervision and work product review.
   i. A licensee shall not contract with a non-licensed individual to provide these professional services.
   ii. Research, such as title searches and soil testing, may be contracted to a non-licensed individual, provided that individual is qualified or licensed to provide such service and provided the licensee reviews the work."
2. The licensee may affix the seal and signature to drawings and documents depicting the work of two or more professionals provided it is designated by a note under the seal the specific subject matter for which each is responsible."

Stamping and Sealing:

D.C. Municipal Regulations, Title 17, § 1516 (Seals)

The Board shall adopt and have an official seal, which shall be affixed to each certificate of licensure.

When an applicant is granted licensure, he or she may obtain an engineer's or land surveyor's seal, as appropriate.

The seal and signature of the licensee shall be placed on all final engineering specifications, reports, drawings, plans, design information, and calculations or land surveys, reports, plats, drawings, plans, and calculations whenever presented to a client or any public agency to certify that the work thereon was done by the licensee or under control of the licensee.

All seals shall contain the following information:

(a) District of Columbia;
(b) Licensee's name;
(c) License number;
(d) The words "Professional Engineer" or "Professional Surveyor", as appropriate; and
(e) Any other information requested by the Board.

Working drawings or documents that are unfinished, in-progress drawings or other documents may or may not have a seal and signature. A working drawing or document must, however, contain a statement to the effect "PRELIMINARY, NOT FOR CONSTRUCTION, RECORDING PURPOSES, OR IMPLEMENTATION."

The seal and signature shall be placed on all original copy, tracings or other reproducible documents so that the seal and signature will be reproduced when copies are made.

When the document contains more than one (1) sheet, the first or title page shall be sealed and signed by all involved in the work or those who controlled the work and are responsible for it. In addition, each drawing shall be sealed and signed by the licensee or licensees responsible for each sheet.

The seal and signature shall be placed on work only when it was under the licensee's complete direction and control.

Computer-generated seals not signed with a digital signature may be used on final original drawings provided a handwritten signature is placed adjacent to or across the seal and the date is written below the stamp. Drawings, specifications, plans, reports, or documents which do not require certification may be transmitted electronically but shall have the generated seal, if any, removed before transmitting and shall have the following inserted in lieu of the signature and date:

"This document originally issued and sealed by (name of licensee), P.E.#_____/P.L.S.# on (date of sealing). This document should not be considered a certified document."

Drawings, reports, or documents that are signed using a digital signature, as defined in these Rules, shall contain the following:

(a) An authentication procedure that includes the following elements:
   1. A unique signature;
   2. Capability to verify the source;
   3. Sole control by the person using it; and
   4. A link to the document in such a manner that the digital signature is invalidated if any data in the document is changed; and

(b) A list of the hardware, software, and parameters used to prepare the document(s).

Florida

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Engineering

Florida Board of Professional Engineers – https://fbpe.org/

Professional Statutes and Administrative Rules: Chapter 471, Florida Statutes-Engineering

Chapter 455, Florida Statutes-Business and Professional Regulation

Chapter 61G15, Florida Administrative Code-Board of Professional Engineers Organization & Purpose

Responsible Charge:

According to **61G15-18.011(1), Florida Administrative Code ("F.A.C.")**, "Responsible Charge shall mean that degree of control an engineer is required to maintain over engineering decisions made personally or by others over which the engineer exercises supervisory direction and control authority. The engineer in responsible charge is the Engineer of Record as defined in subsection 61G15-30.002(1), F.A.C."

61G15-18.011(1)(d), F.A.C. clarifies, "The term 'responsible charge' relates to engineering decisions within the purview of the Professional Engineers Act and does not refer to management control in a hierarchy of professional engineers except as each of the individuals in the hierarchy exercises independent engineering judgement and thus responsible charge. It does not refer to administrative and personnel management functions. While an engineer may also have such duties in this position, it should not enhance or decrease one's status of being in responsible charge of the work. The phrase does not refer to the concept of financial liability."

61G15-18.011(1)(a), F.A.C. provides, "The degree of control necessary for the Engineer of Record shall be such that the engineer:

1. Personally, makes engineering decisions or reviews and approves proposed decisions prior to their implementation, including the consideration of alternatives, whenever engineering decisions which could affect the health, safety and welfare of the public are made. In making said engineering decisions, the engineer shall be physically present or, if not physically present, be available in a reasonable period of time, through the use of electronic communication devices, such as electronic mail, videoconferencing, teleconferencing, computer networking, or via facsimile transmission.
2. Judges the validity and applicability of recommendations prior to their incorporation into the work, including the qualifications of those making the recommendations.

Stamping and Sealing:

"All **Section 471.25, Florida Statutes,** requires that a licensed professional engineer obtain at least one approved seal. All final drawings, specifications, plans, reports, or documents prepared or issued by the licensee and being filed for public record and all final documents provided to the owner or the owner's representative shall be signed by the licensee, dated, and sealed with said seal. Such signature, date, and seal shall be evidence of the authenticity of that to which they are affixed.

61G15-23.002, F.A.C. The following requirements apply to seals:

(1) Only the following seals are authorized to be used pursuant to Section **471.025, F.S.**:

(a) Wet Seals: A Wet Seal is any seal physically applied to a printed document capable of leaving a permanent ink representation or other form of opaque permanent impression on the printed document that complies with subsection **61G15-23.002(2), F.A.C.**;

(b) Embossing Seals: An Embossing Seal is any seal physically applied to a printed document capable of leaving a permanent crimped representation or other form of permanent raised impression on the printed document that complies with subsection **61G15-23.002(2), F.A.C.;** or

(c) Digitally Created Seals: A Digitally Created Seal is any seal created as part of the document and not physically applied that is an opaque permanent representation that complies with subsection **61G15-23.002(2), F.A.C.**

(2) Wet Seals, Embossing Seals and Digitally Created Seals shall be a minimum of 1-7/8 inches in diameter and shall be of a design similar to those set forth in subsections **(PLEASE NOTE: 61G15-23.002, F.A.C.** provides graphic examples of acceptable seals.)

(a) The seal must contain the licensee's given name, the licensee's license number immediately preceded by the designation "No", the words " PROFESSIONAL ENGINEER" and the words "STATE OF FLORIDA"

(b) If the seal is for a temporary license, it must also contain the words "TEMPORARY LICENSE" and the date that the license expires in the form of "Month – Day – Year" immediately preceded by the word "EXPIRES"

(c) For Professional Engineers who are in good standing under both **Chapters 471 and 472, F.S.** then the seal must contain the licensee's given name, the licensee's license number immediately preceded by the designation "No", the words "PROFESSIONAL ENGINEER" and the words "STATE OF FLORIDA"

(d) Seals may contain an abbreviated form of the licensee's given name or a combination of initials representing the licensee's given name provided the surname listed with the Board appears on the seal and in the signature.

61G15-23.002, F.A.C., provides:

(1) A professional engineer shall sign by hand the licensee's handwritten signature (facsimiles are not acceptable) and affix the licensee's seal:

(a) To all final drawings, specifications, plans, reports, or documents prepared or issued by the licensee and being filed for public record; and

(b) To all final documents provided to the owner or the owner's representative;

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3. Approves the inclusion of standard engineering design details into the engineering work. Standard engineering design details include details mandated or directed to be contained in engineering documents by governmental agencies (such as the Florida Department of Transportation); and details contained in engineering design manuals and catalogues that are generally accepted as authoritative in the engineering profession. In order to approve the inclusion of such details the Engineer of Record must conduct such reasonable analysis of the content of the standard detail(s) as is necessary in the sound professional judgment of the Engineer of Record to be assured that the inclusion of such detail(s) into the engineering work is acceptable engineering practice."

61G15-18.011(1)(b), F.A.C., reads, "Engineering decisions that are made by, and are the responsibility of, the professional engineer in responsible charge are those decisions concerning permanent or temporary work that could create a danger to the life, health, property, and welfare of the public, such as, but not limited to, the following:

(i) The selection of engineering alternatives to be investigated and comparison of alternatives for engineering works.

(ii) The selection or development of design standards or methods, and materials to be used.

(iii) The selection or development of techniques or methods of testing to be used in evaluating materials or completed works, either new or existing.

(iv) The development and control of operating and maintenance procedures.

61G15-18.011(1)(c), F.A.C. specifies "As a test to evaluate whether an engineer is in responsible charge the following must be considered:

1. An engineer who signs and seals engineering documents in responsible charge must be capable of answering questions as to the engineering decisions made during the engineer's work on the project in sufficient detail as to leave little doubt as to the engineer's proficiency for the work performed. It is not necessary to defend decisions as in an adversarial situation, but only to demonstrate that the engineer in responsible charge made them and possessed sufficient knowledge of the project to make them. Examples of questions to be answered by the engineer could relate to criteria for design, methods of analysis, selection of materials and systems, economics of alternate solutions,

(c) In addition, the date that the signature and seal is affixed as provided herein shall be entered on said plans, specifications, reports, or other documents immediately adjacent to the signature of the professional engineer.

(d) In order to comply with the requirements of this rule, a licensee is not required to seal, sign and date documents other than those referenced in paragraph (a) or (b). This provision does not obviate any requirement of any public entity or any provision of contract which may require the sealing, signing and dating of additional original documents.

(2) (a) Every sheet of plans and prints which must be sealed under the provisions of **Chapter 471, F.S**., shall be sealed, signed and dated by the professional engineer in responsible charge.

(b) When an engineer must seal, sign and date engineering specifications or calculations under the provisions of Section 471.025, F.S., and subsection (1) of this rule, an index sheet for engineering specifications and calculations may be used. The index sheet must be signed, sealed and dated by those professional engineers in responsible charge of the production and preparation of each section of the engineering specifications or calculations, with sufficient information on index sheet so that the user will be aware of each portion of the specifications or calculations for which each professional engineer is responsible. In addition, the index sheet shall include at a minimum:

1. The name, address and license number of each engineer in responsible charge of the production of any portion of the calculations or specifications.
2. Identification of the project, by address or by lot number, block number, section or subdivision and city or county.
3. Identification of the applicable building code and chapter(s) that the design is intended to meet.
4. Identification of any computer program used for engineering the specifications or calculations.

(c) Engineering reports which must be signed, sealed and dated under the provisions of **Section 471.025, F.S**., and subsection (1) of this rule shall be sealed, signed and dated by utilizing a signature page or cover letter that is sealed, signed and dated by each professional engineer who is in responsible charge of any portion of the report.

(3) (a) A title block shall be used on each sheet of plans or prints and shall contain the printed name, address, and license number of the engineer who has sealed, signed and dated the plans or prints.

(b) If the engineer sealing, signing and dating engineering plans or prints is practicing through a duly authorized engineering business, the title block required by paragraph (2)(a) shall contain the name, address and certificate of authorization number of the engineering business.

(c) If the licensee(s) sealing, signing and dating engineering specifications, calculations or reports is practicing through a duly authorized engineering business, the name, address and certificate of authorization number of the engineering business shall be placed on the index sheet, signature page or cover letter incorporated into or accompanying all engineering specifications, calculations or reports.

(4) Engineers working for local, State or Federal Government agencies shall legibly indicate their name and license number, and shall indicate the name and address of the agency on all documents that are required to be sealed, signed and dated

(5) A professional engineer may only seal an engineering report, plan, print or specification if that professional engineer was in responsible charge, as that term is defined in subsection 61G15-18.011(1), F.A.C., of the preparation and production of the engineering document and the professional engineer has the expertise in the engineering discipline used in producing the engineering document in question.

(6) A professional engineer shall not seal original documents made of mylar, linen, sepia or other materials which can be changed by the entity with whom such document(s) are filed unless the professional engineer accompanies such document(s) with a signed and sealed letter making the receiver aware that copies of the original document as designed by the professional engineer have been retained by the professional engineer and that the professional engineer will not be responsible for any subsequent changes to the reproducible original documents.

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and environmental considerations. The individual should be able to clearly define the degree of control and how it was exercised and be able to demonstrate that the engineer was answerable within said degree of control necessary for the engineering work done.

2. The engineer shall be completely in charge of, and satisfied with, the engineering aspects of the project.
3. The engineer shall have the ability to review design work at any time during the development of the project and shall be available to exercise judgment in reviewing these documents.
4. The engineer shall have personal knowledge of the technical abilities of the technical personnel doing the work and be satisfied that these capabilities are sufficient for the performance of the work.

(7) A professional engineer shall not seal plans, reports or other documents which are not final documents unless the professional engineer clearly notes any limitations on the use of the documents or plans on the face of the documents or plans, by using terms such as "Preliminary," "For Review Only," "Not for Construction," or any other suitable statement which denotes that the documents are for limited use, are not final and are not intended for permit, construction, or bidding purposes.

(8) Engineers who wish to sign and seal electronically transmitted plans, specifications, reports, final bid documents, or other documents shall follow the procedures set forth in Rule **61G15-23.003, F.A.C.**

61G15-23.003, F.A.C. provides the procedures for signing and sealing plans, specifications, reports and other documents and they are:
Engineering plans, specifications, reports or other documents which must be signed, dated and sealed in accordance with the provisions of **Section 471.025, F.S**., and Rule **61G15-23.001, F.A.C**. may be physically signed, dated and sealed as provided herein by the professional engineer in responsible charge.

(1) The licensee shall sign by hand an original of the licensee's signature on each page required to be sealed. A scanned, facsimile, digitally created or copied image of the licensee's signature shall not be used.
(2) The licensee must then use a wet seal, a digitally created seal, or an embossing seal placed partially overlapping the licensee's signature on each page required to be sealed. The placement of the seal shall not render the signature illegible.

Architecture

Florida Department of Business and Professional Regulation, Board of Architecture and Interior Design – http://www.myfloridalicense.com/dbpr/pro/arch/
Professional Statutes and Administrative Rules: Chapter 481, Part I, Florida Statutes, Architecture and Interior Design;
Chapter 61G1, Florida Administrative Code, Board of Architecture and Interior Design;
Chapter 455, Florida Statutes, Business and Professional Regulation

Responsible Charge:

Section 481,2013(16), Florida Statutes, provides, "'Responsible supervising control' means the exercise of direct personal supervision and control throughout the preparation of documents, instruments of service, or any other work requiring the seal and signature of a licensee under this part."

61G1-23.010, F.A.C. is titled "Responsible Supervising Control Over Architectural Practice **in the Architect's Office**." It provides:

(1) Each architectural office maintained for the preparation of drawings, specifications, reports and other professional work shall have an architect duly registered with the Board of Architecture & Interior Design within that office with full authority and in responsible charge, having direct knowledge and supervising control over such work. This Rule (**61G1- 23.010, F.A.C.**) does not address the procedures required of an architect in sealing and signing work which falls within the definition of "interior design" as that term is defined in **Section 481.203(8), F.S.** The responsible supervising control which is required of architects prior to sealing and signing architectural documents as that term is used in Section 481.221(4), F.S., shall mean:
  (a) Personal supervision by the architect exercised throughout the preparation of documents, instruments of service, specifications, reports or other work which requires the seal and signature of a registered architect;
  (b) Review, approval, modification, or adoption, as the architect's work of any documents, instruments of

Stamping and Sealing:

61G1-16.001, F.A.C. Architect's and Interior Designer's Seal.
Each architect and interior designer shall acquire a seal with which she or he shall identify all plans, specifications or reports prepared or issued by her or him and filed for public record. The seal shall be capable of leaving a permanent ink representation or other form of embossing or opaque and permanent impression, which also may be computer generated impressions, on the surface of prints or other duplications of drawings, and, as appropriate, upon specification pages, and other articles of service. Where required, electronic files may be sealed in accordance with Rule **61G1-16.005, F.A.C.**

61G1-16.002, F.A.C. Description of Seal.

(1) The seal shall contain the name of only one architect or interior designer and the registration number; the seal of the architect shall be circular, and the seal of the interior designer shall be hexagonal. Both seals shall be approximately 2" in diameter with two circular lines between which lines shall appear, at the top, the words "State of Florida" and at the bottom the words "registered architect" or "registered interior designer," whichever is applicable. Seals stating "Licensed Interior Designer," lawfully obtained by registered interior designers

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service, specifications, reports or other work, so long as the aforesaid were prepared in the architect's offices by an employee of the architect, or by an agent of the architect under a written agreement with the architect to assist in the preparation of such documents.

(2) The architect providing responsible supervisory control must be a full-time employee within that office location in responsible control for projects in that office. Therefore an architect can only provide responsible supervisory control over one location.

(3) An architect may be the qualifier of several business entities but can only be the architect providing responsible supervisory control over one business location pursuant to subsection (2) of this rule. Every office offering architecture services must have a resident full-time architect meeting the requirements of this rule.

61G1-23.015, F.A.C. is titled, "Responsible Supervising Control Over Architectural Practice **Outside of the Architect's Office**." It provides:

An architect may seal and sign any documents, instruments of service, specifications, reports or other work which requires the seal and signature of a registered architect prepared outside of the architect's office, so long as all of the procedures set forth below are met. This Rule (**61G1-23.015, F.A.C**.) does not address the procedures required of an architect in sealing and signing work which falls within the definition of "interior design" as that term is defined in **Section 481.203(8), F.S.**

(1) The architect accepts professional responsibility for all architectural design activities of a project performed outside of the architect's office throughout design development and the production of all documents and instruments of service. The architect shall prepare and maintain as evidence of the architect's continuing effort in such work: written calculations, correspondence, time records, check prints, telephone logs, site visit logs or research done for the project and shall provide such evidence to state or local authorities upon their request.

(2) The architect maintains written documentation that the architect has personally supervised the preparation of all documents and instruments of service, reviewed all project data, personally inspected the project site and entered into a written agreement with the persons preparing the documents accepting professional responsibility for such work.

(3) The architect makes certain, if the work which the architect intends to seal and sign has been prepared by another person outside the architect's office, that whenever such final work is submitted to a client, building owner or building user, the architect is present during such submissions in order to respond to questions from the client, owner or user. The architect shall maintain written minutes of such a submission meeting.

(4) If an architect fails to maintain written documentation of the items set forth in subsections (1)-(3) above, when such are applicable, then the architect shall be considered to be in violation of **Section 481.221(4) and (5), F.S.,** and the architect shall be subject to disciplinary penalties as provided in paragraph **61G1-12.004(2)(c), F.A.C.,** "Plan Stamping."

61G1-23.025, F.A.C. is titled "Responsible Supervising Control for Documents for Exempt Buildings Which Require an Architect's Seal and Signature for Building Permit Purposes." It provides:

The procedures set forth in Rule **61G1-23.015, F.A.C**., shall also be followed when an architect is required by local building ordinance to sign and seal plans for buildings which unlicensed persons are authorized to design under the exceptions contained in subsections **481.229(1)(a)-(c), F.S**.

prior to January 1, 2015, may continue to be lawfully used.

(2) Any individual who is both a registered architect and a registered interior designer must use a seal which contains both the architect and interior design registration numbers.

PLEASE NOTE: 61G1-16.002, **F.A.C.** contains graphic examples of sufficient seals.

61G1-16.003, F.A.C. Use of Seal.

The personal seal, signature and date of the architect or interior designer shall appear on all architectural or interior design documents to be filed for public record and shall be construed to obligate his partners or his corporation. A corporate seal alone is insufficient. Documents shall be signed personally and sealed by the responsible architect or interior designer. Final official record documents (not tracings, etc.) shall be so signed. The signing and sealing of the specification index sheets shall be considered adequate. All drawing sheets and pages shall be so signed and sealed. An architect or interior designer shall not affix, or permit to be affixed, his seal or name to any plan, specifications, drawings, or other related document which was not prepared by him or under his responsible supervising control as provided in Rule Chapter **61G1-23, F.A.C**. An architect or interior designer shall not use his seal or do any other act as an architect or interior designer unless holding at the time a certificate of registration and all required renewals thereof.

61G1-16.004, F.A.C. Title Block.

A title block must appear on all architectural or interior design drawings and specification identification sheets that are required to be signed and sealed. The title block must, at a minimum, contain the following information:

(1) Firm name, address, and telephone number.
(2) Firm license number.
(3) Name or identification of project.
(4) Date prepared.
(5) A space for the signature and dated seal.
(6) The printed name and the license/registration number of the person sealing the document.
(7) The date of plans revision, if the plans are revised.
(8) For the purposes of this rule, firm is defined to be a corporation, limited liability company, partnership, person practicing under a fictitious name, or person practicing architecture or interior design in his or her own name.

61G1-16.005, F.A.C. Procedures for Digitally Signing and Sealing and for Electronically Transmitting Plans, Specifications, Reports or Other Documents.

(1) Information stored in electronic files representing plans, specifications, plats, reports, or other documents which must be sealed under the provisions of **Chapter 481, F.S.,** shall be signed, dated and sealed by the architect or interior designer in responsible charge.
  (a) A scanned image of an original signature shall not be used in lieu of a digital or electronic signature.

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61G1-23.020, F.A.C. is titled "Responsible Supervising Control Over Interior Design Documents Which Require an Architect's Seal and Signature for Building Permit Purposes." It provides:
When an architect is required to seal and sign work for building permit purposes which falls within the definition of interior design as defined in **Section 481.203(8), F.S**., the following procedures shall be used:

(1) The architect's seal and signature shall be placed upon the work and constitute a certification that the architect has in fact analyzed all the interior design work done by the original designer and is able to document and produce, such evidence upon request.
(2) The architect shall take professional responsibility for the documents which the architect has sealed and signed and in no way can the architect be exempted from such responsibility.
(3) Documents, instruments of service, specifications, reports or other work which requires the seal and signature of a registered architect need not be recreated by the architect.
(4) The title block, seal and signature of the registered interior designer shall be placed on the documents, as well as the printed name, address, signature and seal of the registered architect shall also be placed on the documents as provided in Rule **61G1-16.003, F.A.C.**
(5) The above-mentioned procedures are intended only to set forth the basis upon which an architect may seal and sign interior design documents reflecting work defined in **Section 481.203(8), F.S.,** and may not be used for the sealing and signing of any other design activities which require an architect's seal and signature under the provisions of **Part 1 of Chapter 481, F.S**. The procedures for sealing and signing of all other activities are controlled by Rule **61G1-23.010, 61G1- 23.015** or **61G1-23.020, F.A.C.**

(b) The date that the electronic signature file was created or the digital signature was placed into the document must appear on the document in the same manner as date is required to be applied when a licensee uses the manual sealing procedure set out in Rule **61G1-16.003, F.A.C.**

(2) An architect or interior designer utilizing a digital signature to seal construction documents shall assure that the digital signature is:
(a) Unique to the person using it;
(b) Capable of verification;
(c) Under the sole control of the person using it; and
(d) Linked to a document in such a manner that the electronic signature is invalidated if any data in the document are changed.

(3) Each electronically signed file shall have an authentication code defined as a message digest described in Federal Information Processing Standard Publication 180-4 "Secure Hash Standard," March 2012, which is hereby adopted and incorporated by reference by the Board and can be obtained from
http://www.flrules.org/Gateway/reference.asp?No=Ref-01340 or the Internet Website:
http://csrc.nist.gov/publications/fips/fips180-4/fips-180-4.pdf

Land Surveying

Florida Department of Agriculture and Consumer Services, Board of Professional Surveyors and Mappers http://www.freshfromflorida.com/Business-Services/Surveyors-and-Mappers
Professional Statutes and Administrative Rules: Chapter 472, Florida Statutes
Chapter 5J-17, Florida Administrative Code, Board of Professional Surveyors and Mappers

Responsible Charge:

Section 472.005(6), Florida Statutes, provides: The term "responsible charge" means direct control and personal supervision of surveying and mapping work, but does not include experience as a chain person, rod person, instrument person, ordinary draftsperson, digitizer, scriber, photo lab technician, ordinary stereo plotter operator, aerial photo pilot, photo interpreter, and other positions of routine work.

The Florida Administrative Code imposes certain disclosure obligations on the responsible surveyor or mapper. As an example, see:

Stamping and Sealing:

5J-17.053(6), F.A.C. Signing and Sealing.
(a) Licensees shall sign, date and seal those final drawings, plans, specifications, plats or reports that have been prepared or issued by the licensee and conform to the Standards of Practice for professional surveyors and mappers as outlined in Chapter 5J-17, F.A.C.
(b) Licensees shall not affix their signatures or seals to any final drawings, plans, specifications, plats or reports not prepared under their responsible charge.
(c) Licensees shall not affix a signature and seal to any document depicting an area over which the licensee has insufficient knowledge, education, experience, or familiarity.
(d) A licensee who allows another person to forge a signature on a map or surveyor's report purported to be prepared under the supervision of the licensee is guilty of misconduct.

5J-17.053(5), F.A.C. Retention of Work Products.
(a) For each survey produced, all licensees, except for those who do not have an ownership right to the work product, shall maintain for a minimum of six years from the date of creation at least one copy of all signed and sealed drawings, plans, specifications, plats, and reports as well as one copy of all related calculations and field notes. Additionally, the documented research of records and written notification regarding lack of insurance shall be retained for a minimum of six

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5J-17.051(3), F.A.C. Surveys, Maps, and/or Survey Products Content.

(a) REGULATORY OBJECTIVE: In order to avoid misuse of a survey and map, the surveyor and mapper must adequately communicate the survey results to the public through a map, report, or report with an attached map. Any survey map or report must identify the responsible surveyor and mapper and contain standard content.

2. All survey maps and reports must bear the name, certificate of authorization number, and street and mailing address of the business entity issuing the map and report, along with the name and license number of the surveyor and mapper in responsible charge. The name, license number, and street and mailing address of a surveyor and mapper practicing independent of any business entity must be shown on each survey map and report.

13. The responsibility for all mapped features must be clearly stated on any map or report signed by a Florida licensed surveyor and mapper. When mapped features surveyed by the signing surveyor and mapper have been integrated with mapped features surveyed by others, then the map or report shall clearly state the individual primarily responsible for the map or report.

years from the date of creation. These records may be kept in hard copy or electronic or digital format.

(b) Upon the discontinuance of the practice of surveying and mapping, licensees shall ensure the safe storage and reasonable accessibility to clients of all files and file materials for a period of six years. The failure to do so shall constitute cause for discipline.

5J-17.062, F.A.C. Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.

(1) Information stored in electronic files representing plans, specifications, plats, reports, or other documents which must be sealed under the provisions of **Chapter 472, F.S**., shall be signed, dated and sealed by the professional surveyor and mapper in responsible charge.

(2) A license holder may use a computer-generated representation of his or her seal on electronically conveyed work; however, the final hard copy documents of such surveying or mapping work must contain an original signature and seal of the license holder and date or the documents must be accompanied by an electronic signature as described in this section. A scanned image of an original signature shall not be used in lieu of an original signature and seal or electronic signature. Surveying or mapping work that contains a computer-generated seal shall be accompanied by the following text or similar wording: "The seal appearing on this document was authorized by [Example: Leslie H. Doe, P.E. 0112 on (date)]" unless accompanied by an electronic signature as described in this section.

(3) An electronic signature is a digital authentication process attached to or logically associated with an electronic document and shall carry the same weight, authority, and effect as an original signature and seal. The electronic signature, which can be generated by using either public key infrastructure or signature dynamics technology, must be as follows:

(a) Unique to the person using it;

(b) Capable of verification;

(c) Under the sole control of the person using it;

(d) Linked to a document in such manner that the electronic signature is invalidated if any data in the document are changed.

(4) Alternatively, electronic files may be signed and sealed by creating a "signature" file that contains the surveyor and mapper's name and PSM number, a brief overall description of the surveying and mapping documents, and a list of the electronic files to be sealed. Each file in the list shall be identified by its file name and secure authentication code computed by a cryptographic hash function. A report shall be created that contains the surveyor and mapper's name and PSM number, a brief overall description of the surveyor and mapper documents in question and the secure authentication code of the signature file. This report shall be printed and manually signed, dated, and sealed by the professional surveyor and mapper in responsible charge. The signature file is defined as sealed if its secure authentication code matches the secure authentication code on the printed, manually signed, dated and sealed report. Each electronic file listed in a sealed signature file is defined as sealed if the listed secure authentication code matches the file's computed secure authentication code.

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Engineering

Georgia Board of Professional Engineers & Land Surveyors http://sos.ga.gov/index.php/licensing/plb/22

Code of Georgia – Title 43. Professions and Businesses, Chapter 15. Engineers and Land Surveyors Article 22. Seals; requirements; use

Georgia Administrative Code — Title 180. State Board of Registration for Professional Engineers and Land Surveyors Chapter 180-12.02 Sealing of Documents

Responsible Charge:

Under Georgia Code § 43-4-1, "responsible control" means "the amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered or licensed professionals applying the required professional standard of care, as defined by rules and regulations adopted by the respective boards governing such professionals."

Further, Georgia Administrative Code 180-10-.01 states that "the phrase 'responsible charge' means the independent control, direction and supervision, by the use of initiative, skill and independent judgment of the practice of professional engineering as defined in O.C.G.A. § 43-15-2(11)."

Stamping and Sealing:

Georgia Code § 43-15-22 provides the following regulations concerning the professional engineer's seal:

(a) Every professional engineer and professional land surveyor registered or licensed, as applicable, under this chapter shall, upon receipt of a certificate of registration or license, obtain a seal of the design authorized by the board, bearing the registrant's or licensee's name, certificate or license number, and the legend "Professional Engineer," "Registered Professional Structural Engineer," or "Professional Land Surveyor," in accordance with the certificate of registration or license.

(b) Plans, specifications, plats, and reports issued by a registrant or licensee shall be stamped or sealed and countersigned by the registrant or licensee; but it shall be unlawful for the registrant or licensee or any other person to stamp or seal any document with such seal after the certificate of the registrant or license of the licensee named thereon has expired, or has been revoked, or during the period of any suspension imposed by the board. No plans, specifications, plats, or reports shall be stamped with the seal of a registrant or a licensee unless such registrant or licensee has personally performed the engineering or land surveying work involved or, when the registrant or licensee has not personally performed the engineering or land surveying work reflected in any plan, specification, plat, or report, such registrant or licensee has affixed his or her seal thereto only if such document has been prepared by an employee or employees under the registrant's or licensee's direct supervisory control on a daily basis and after the registrant or licensee has thoroughly reviewed the work embodied in such document and has satisfied himself or herself completely that such work is adequate.

(c) No registrant or licensee shall affix his or her seal to any plan, specification, plat, or report unless he or she has assumed the responsibility for the accuracy and adequacy of the work involved.

(d) Any registrant or licensee who has affixed his or her seal to any plan, specification, plat, or report prepared by another individual not under the registrant's or licensee's direct supervisory control on a daily basis, and without having thoroughly reviewed such work, shall be deemed to have committed a fraudulent act of misconduct in the practice of professional engineering or land surveying.

The Georgia Administrative Code 180-12-.01 provides the following regulations for the description for the seal of Professional Engineers: The seal authorized by the State Board of Registration for Professional Engineers and Land Surveyors for registrants may be of the crimp type and/or rubber stamp facsimile or may be computer generated. The seal design is to be circular in form, the diameter of the outer circle being 1 1/2 inches, and the diameter of the inner circle being one inch. The registration seal design will be furnished to each registrant as part of the licensure process.

Further, Georgia Administrative Code 180-12-.02 provides the following regulations for comprehensive guidance regarding the sealing of documents by Professional Engineers:
Further, Georgia Administrative Code 180-12-.02 provides the following regulations for comprehensive guidance regarding the sealing of documents by Professional Engineers:
(1) The term, "documents," as used herein shall mean engineering and/or land surveying work issued in the form of plans, drawings, maps, surveys, reports, specifications, design information, and calculations, including such work issued in digital form.

(2) The term "issued" as used herein shall mean documents in the final form which bear the seal, signature and date of the registrant and the entity's Certificate of Authorization Name, Authorization Number and Expiration date of the COA (as required by GA Law 43-15-23. Practice of professional engineering by or through firm, corporation, or other entity for COA requirements.)

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(3) The registrant shall seal, sign and date and provide COA name, Authorization Number and expiration date of the COA all original final documents which are issued to a client or any public agency. The sealing of documents by the registrant shall certify that the work was performed by the registrant or under the direct supervisory control of the registrant on a daily basis. For engineering documents, the date of signature shall be placed immediately under the seal and signature.

(4) No registrant shall issue or allow to be issued draft, incomplete, preliminary, in-progress, or for-review document or any type that contains the seal of the registrant unless such document does not contain a signature. Further, any such draft shall display the date of issue and a notation under or adjacent to the seal in bold lettering, such as "PRELIMINARY", "DRAFT", "NOT FOR CONSTRUCTION or "FOR REVIEW ONLY," which clearly identifies the purpose for which the document is issued. Any document containing a seal, signature, date and COA information as required in (2) above shall be considered to be issued.

(5) Seals, signatures, dates, COA Information and/or other notations required by this Rule shall be placed on original documents such that the seal, signature, date, COA Information and/or notations, will be reproduced when copies or scans are made. A "facsimile signature" that is to be placed on a property survey map or plat in accordance with O.C.G.A. 15-6-67 may be a scanned image of an actual signature or a computer generated signature, and must be kept in the strict control of the land surveyor.

(6) Each drawing sheet, whether bound or unbound, shall be sealed, signed and dated by the registrant(s) responsible for the work on that sheet and contain the entity's COA information. If necessary due to number of sheets, in lieu of providing a seal, signature, date, and COA information on each drawing sheet, a summary sheet may be included in the form of a clearly drafted table or other format that identifies each registrants seal, signature, date, and COA information and which includes a narrative that clearly describes the element of work for which each registrant is responsible and indicates the most current version of each sheet. This summary sheet shall be included within the final documents. If a document is sealed, signed and dated and contains the entity's COA information by more than one registrant, the portion of the work for which each registrant is responsible shall be clearly noted.

(7) Each document that is sealed, signed and dated by a registrant shall contain the name, address, and contact information of the firm or sole practitioner certifying the work. Each document shall have the entity's COA information included.

(8) Documents as defined in Paragraph (1) that are transmitted electronically beyond the direct control of the licensee shall have the computer-generated seal removed from the original file, unless signed with an electronic signature as defined in Paragraph (9) of this Rule. After removal of the seal the electronic media shall have the following inserted in lieu of the signature and date: "This document originally issued and sealed by (name of sealer), (license number), on (Date of sealing) and the entity's COA Information. This medium shall not be considered a certified document." Hardcopy documents containing the original seal, signature, date and entity's COA information of the licensee may be duplicated by photocopy or electronic scanning processes and distributed either in hardcopy or electronic medium. The scanned digital files of certified documents are not subject to the requirements of this Paragraph. The electronic transmission beyond the direct control of the licensee of CAD, vector or other files subject to easy editing are subject to the requirements of this paragraph. Easy editing is based on the file consisting of separate elements that can be individually modified or deleted.

(9) Documents to be electronically transmitted beyond the direct control of the licensee that are signed using an electronic signature shall contain the authentication procedure in a secure mode and a list of the hardware, software and parameters used to prepare the document(s). Secure mode means that the authentication procedure has protective measures to prevent alteration or overriding of the authentication procedure. This paragraph does not apply to property survey maps and plats governed by O.C.G.A. 15-6-67 which may be submitted in an electronic file format that is regulated by the Georgia Superior Court Clerks Cooperative Authority. The term "electronic signature" shall be an electronic authentication process that is attached to or logically associated with an electronic document. The electronic signature shall be:

(a) Unique to the licensee using it;
(b) Capable of verification;
(c) Under the sole control of the licensee; and
(d) Linked to a document in such a manner that the electronic signature is invalidated if any data in the document is changed.

Architecture

Georgia Board of Architects & Interior Designers http://sos.ga.gov/index.php/licensing/plb/2

Code of Georgia – Title 43. Professions and Businesses – Chapter 4. Architects – Article 1. General provisions

Georgia Administrative Code – Title 50. Georgia State Board of Architects and Interior Designers Chapter 50-2a. Signing and Sealing Documents as Registered Architect

Responsible Charge:

Under Georgia Code § 43-4-1, "responsible control" means "the amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered or licensed professionals applying the required professional standard of care, as defined by rules and regulations adopted by the respective boards governing such professionals."

Under the Georgia Rules and Regulations, Rule 50-3-.02 further provides that "Responsible Control" means "that the licensed architect under whose authority such practice is performed has personal knowledge and ultimate authority for all architectural decisions in connection therewith. In the case of a corporation, partnership, limited liability company, or employee with ownership interest, the licensed architect under whose authority such practices is performed shall be identified in any contract for architectural services. Any documents prepared in such practice must be the individual signature and seal of the architect under whose authority the documents are prepared. In a partnership which includes more than one licensed architect partner, the partner who has responsible control as defined herein shall sign and seal the documents as required in Code Section 43-4. The administration of construction contracts shall be under the responsible control of the licensed architect under whose authority such work is undertaken or any other architect principal of the firm."

Stamping and Sealing:

Georgia Statute 43-4-16 provides the following regulations concerning the sealing of documents by architect:

(a) Every architect registered under this chapter shall have a seal in the design authorized by the board, bearing the registrant's name, certificate number, and the legends "Registered Architect" and "State of Georgia."

(b) Plans, specifications, drawings, reports, or other architectural documents issued for the purpose of obtaining a building permit or for other requirements set forth by law shall be sealed by the architect and across the face of the seal shall be affixed the signature of the owner of the seal. The location of the seal on such documents, the identification of the pages which must be sealed, and the form of any title blocks may be established by the board in its rules and regulations.

(c) No plans, specifications, drawings, reports, or other documents shall be sealed and signed by an architect unless:

- The architect has a current registration to practice in this state and is competent in the subject matter of the documents by virtue of education or experience or both;
- The architect personally prepared the plans, specifications, drawings, reports, or other documents, or the plans, specifications, drawings, reports, or other documents were prepared under the architect's responsible control as provided in subsection (b) of Code Section 43-4-10; and
- The architect has been given full authority in writing by the original architect to make document revisions and has made a substantive review and inspection of the documents with regard to the laws and regulations of this state, and the documents are prototypical drawings. For purposes of this paragraph, prototypical drawings are drawings that may be prepared by an architect licensed in any country or United States jurisdiction, that have been prepared in connection with the design of a commercial chain establishment, and that have been successfully constructed in other states or countries.

(d) The registered architect who signs and seals the plans, specifications, drawings, reports, or other documents shall be considered the architect of record.

(e) No registered architect shall affix his or her seal to any plan, specification, drawing, report, or other document unless he or she has assumed the responsibility for the accuracy and adequacy of the work involved.

(f) If the registered architect who sealed the technical submissions submitted to the building official at the time the building permit is issued has not been employed to furnish construction administration services, he or she shall so note on such technical submissions in such manner as defined by board rules. If the architect's responsibility for construction contract administration is terminated following the issuance of a building permit, the building official shall be notified by the architect in writing accordingly.

(g) Any violation of this Code section shall be grounds for the suspension or revocation of the registration of the architect.

(h) Nothing in this Code section shall be construed to prohibit a registered architect from sealing drawings or documents prepared by a registered interior designer when such registered architect has reviewed or supervised the preparation of the drawings or documents as provided in Code Section 43-4-33.

(i) Nothing in this Code section shall be construed to prohibit a licensed engineer from sealing engineering drawings and documents as provided in Code Section 43-4-14.

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Chapter 50-2A.01 of the Georgia Administrative Code provide the following practice standards for signing and sealing documents as a registered architect:

(1) Every holder of a certificate of registration shall secure a SEAL of the design shown below, which shall appear on all documents prepared by the Architect or prepared under his responsible control; or which is a prototypical document for which the Architect of Record is assuming professional responsibility as allowed by this Chapter. The SEAL shall appear on each drawing, appear on the cover and index pages identifying all specifications covered by the index pages and appear on all other documents of service as well. For all documents of service to be submitted for the purpose of obtaining a building permit or for any other requirement as set forth by law, the architect's signature shall be applied with the issue date and purpose appropriately identified on the document.

(2) Nothing in these rules shall preclude the use of a seal and signature electronically applied to the document; however, to restrict electronic access to his seal and signature, the architect of record may elect, for all documents subsequently issued, to substitute for his seal and signature the following notation “These documents have been properly sealed and signed by (named) architect of record. Original permitted sets of these documents are on file with (name permitting authority) and are kept at the job site.”

(3) All subsequent revisions to the documents shall be made under the responsible control of the architect of record and when so noted shall be considered the same as those originally signed, sealed and dated.

(4) The SEAL shall serve to identify the Architect as the author or person in responsible control of the preparation of all drawings, specifications, and other and as the Architect of Record.

(5) The SEAL in this context means the personal, professional SEAL of a Georgia Registered Architect certified under Code Chapter 43-4 to use the title Architect and practice the profession of architecture. A SEAL containing a firm name, or a corporate name is not acceptable under this paragraph.

(6) An Architect shall not affix, or permit to be affixed, his SEAL or his name to any drawing, specification, or other document or perform any other act as an Architect unless holding at the time a current certificate of registration in the State of Georgia.

(7) An Architect shall only affix his seal or permit his seal to be affixed to a drawing or other instrument of service when:

- The instrument of service was prepared by or under the responsible control of the Architect.
- The documents were prepared by a Registered Interior Designer and the Architect has thoroughly reviewed or supervised the preparation of the drawings as provided in Code Section 43-4-33, or
- In the case of prototypical drawings, the originating Architect has given the Georgia Architect of Record full authority in writing to make revisions following a substantive review and inspection of the documents with regard to the laws and regulations of Georgia.

(8) The improper use of the SEAL or permitting the improper use thereof is ground for discipline of a licensee. Any person not licensed who improperly uses the SEAL of another is subject to the sanctions available under Code Chapter 43-4

(9) Description of SEAL: The SEAL shall contain the NAME of the Registered Architect, his CERTIFICATE NUMBER and shall contain the words REGISTERED ARCHITECT - STATE OF GEORGIA, all in accordance with the sample shown below. The SEAL shall comply in all respects with the sample below, including size and format. It shall be 1 3/4 inches in diameter with type font and size as indicated: State of Georgia/Ariel black, 10 pt.; Registered Architect/ Ariel black, 7 pt.; Name/ Ariel, 10 pt.; Certificate Number/ Ariel, 7 pt.

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Land Surveying

Georgia Board of Professional Engineers & Land Surveyors https://sos.ga.gov/georgia-professional-engineers-and-land-surveyors-board

Code of Georgia – Title 43. Professions and Businesses – Chapter 15. Engineers and Land Surveyors – Article 22. Seals; requirements; use

Georgia Administrative Code – Title 180. State Board of Registration for Professional Engineers and Land Surveyors Chapter 180-12.02 Sealing of Documents

Responsible Charge:

Under Georgia Code § 43-4-1, "responsible control" means "the amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered or licensed professionals applying the required professional standard of care, as defined by rules and regulations adopted by the respective boards governing such professionals."

Further, Georgia Administrative Code 180-10-.02 states that "the phrase 'responsible charge' means the independent control, direction and supervision, by the use of initiative, skill and independent judgment of the practice of land surveying as defined in O.C.G.A. § 43-15-2(6)."

Stamping and Sealing:

Georgia Code § 43-15-22 provides the following regulations concerning the land surveyor's seal:

(a) Every professional engineer and professional land surveyor registered or licensed, as applicable, under this chapter shall, upon receipt of a certificate of registration or license, obtain a seal of the design authorized by the board, bearing the registrant's or licensee's name, certificate or license number, and the legend "Professional Engineer," "Registered Professional Structural Engineer," or "Professional Land Surveyor," in accordance with the certificate of registration or license.

(b) Plans, specifications, plats, and reports issued by a registrant shall be stamped or sealed and countersigned by the registrant; but it shall be unlawful for the registrant or any other person to stamp or seal any document with such seal after the certificate of the registrant named thereon has expired, or has been revoked, or during the period of any suspension imposed by the board. No plans, specifications, plats, or reports shall be stamped with the seal of a registrant unless such registrant has personally performed the engineering or land surveying work involved or, when the registrant has not personally performed the engineering or land surveying work reflected in any plan, specification, plat, or report, such registrant has affixed his or her seal thereto only if such document has been prepared by an employee or employees under the registrant's direct supervisory control on a daily basis and after the registrant has thoroughly reviewed the work embodied in such document and has satisfied himself or herself completely that such work is adequate.

(c) No registrant shall affix his seal to any plan, specification, plat, or report unless he has assumed the responsibility for the accuracy and adequacy of the work involved.

(d) Any registrant who has affixed his or her seal to any plan, specification, plat, or report prepared by another person not under the registrant's direct supervisory control on a daily basis, and without having thoroughly reviewed such work, shall be deemed to have committed a fraudulent act of misconduct in the practice of professional engineering or land surveying.

The Georgia Administrative Code 180-12-.01 provides the following regulations of the description for the seal of Land Surveyors: The seal authorized by the State Board of Registration for Professional Engineers and Land Surveyors for registrants may be of the crimp type and/or rubber stamp facsimile or may be computer generated. The seal design is to be circular in form, the diameter of the outer circle being 1 1/2 inches, and the diameter of the inner circle being one inch. The registration seal design will be furnished to each registrant as part of the licensure process.

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Further, Georgia Administrative Code 180-12-.02 provides the following regulations for comprehensive guidance regarding the sealing of documents by Land Surveyors:

(1) The term, "documents," as used herein shall mean engineering and/or land surveying work issued in the form of plans, drawings, maps, surveys, reports, specifications, design information, and calculations, including such work issued in digital form.

(2) The term "issued" as used herein shall mean documents in the final form which bear the seal and signature of the registrant.

(3) The registrant shall seal and sign all original final documents which are issued to a client or any public agency. The sealing of documents by the registrant shall certify that the work was performed by the registrant or under the direct supervisory control of the registrant on a daily basis. For engineering documents, the date of signature shall be placed immediately under the seal and signature.

(4) No registrant shall issue or allow to be issued draft, incomplete, preliminary, in-progress, or for-review document or any type that contains the seal of the registrant unless such document does not contain a signature. Further, any such draft shall display the date of issue and a notation under or adjacent to the seal in bold lettering, such as "PRELIMINARY", "DRAFT", "NOT FOR CONSTRUCTION" or "FOR REVIEW ONLY," which clearly identifies the purpose for which the document is issued. Any document containing a seal and signature shall be considered to be issued.

(5) Seals, signatures, dates, and/or other notations required by this Rule shall be placed on original documents such that the seal, signature, date and/or notations, will be reproduced when copies or scans are made. A "facsimile signature" that is to be placed on a property survey map or plat in accordance with OCGA 15-6-67 may be a scanned image of an actual signature or a computer-generated signature and must be kept in the strict control of the land surveyor.

(6) Documents containing more than one sheet shall be sealed and signed on the first or title page by all registrants responsible for the work therein. Each drawing sheet, whether bound or unbound, shall be sealed and signed by the registrant(s) responsible for the work on that sheet. If a document is sealed and signed by more than one registrant, the portion of the work for which each registrant is responsible shall be clearly noted.

(7) Each document that is sealed and signed by a registrant shall contain the name, address, and contact information of the firm or sole practitioner certifying the work.

(8) Documents as defined in Paragraph (1) that are transmitted electronically beyond the direct control of the licensee shall have the computer-generated seal removed from the original file, unless signed with an electronic signature as defined in Paragraph (9) of this Rule. After removal of the seal the electronic media shall have the following inserted in lieu of the signature and date: "This document originally issued and sealed by (name of sealer), (license number), on (Date of sealing). This medium shall not be considered a certified document." Hardcopy documents containing the original seal, signature and date of the licensee may be duplicated by photocopy or electronic scanning processes and distributed either in hardcopy or electronic medium. The scanned digital files of certified documents are not subject to the requirements of this Paragraph. The electronic transmission beyond the direct control of the licensee of CAD, vector or other files subject to easy editing are subject to the requirements of this paragraph. Easy editing is based on the file consisting of separate elements that can be individually modified or deleted.

(9) Documents to be electronically transmitted beyond the direct control of the licensee that are signed using an electronic signature shall contain the authentication procedure in a secure mode and a list of the hardware, software and parameters used to prepare the document(s). Secure mode means that the authentication procedure has protective measures to prevent alteration or overriding of the authentication procedure. This paragraph does not apply to property survey maps and plats governed by OCGA 15-6-67 which may be submitted in an electronic file format that is regulated by the Georgia Superior Court Clerks Cooperative Authority. The term "electronic signature" shall be an electronic authentication process that is attached to or logically associated with an electronic document. The electronic signature shall be:

- (a) Unique to the licensee using it;
- (b) Capable of verification;
- (c) Under the sole control of the licensee; and
- (d) Linked to a document in such a manner that the electronic signature is invalidated if any data in the document is changed.

Hawaii

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Engineering, Architecture, Surveying, and Landscape Architecture

Hawaii Professional and Vocational Licensing – Engineer, Architect, Surveyor & Landscape Architect – http://cca.hawaii.gov/pvl/boards/engineer/

Hawaii Revised Statutes – Chapter 436B – Professional and Vocational Licensing Act – https://www.capitol.hawaii.gov/hrscurrent/vol10_ch0436-0474/HRS0436B/HRS_0436B-.htm

Hawaii Revised Statutes – Chapter 464 – Professional Engineers, Architects, Surveyors & Landscape Architects – https://www.capitol.hawaii.gov/hrscurrent/vol10_ch0436-0474/HRS0464/HRS_0464-.htm

Hawaii Administrative Rules – Chapter 16-115 – Professional Engineers, Architects, Surveyors & Landscape Architects – https://cca.hawaii.gov/pvl/files/2013/08/har_115-c1.pdf

Responsible Charge:

Hawaii Administrative Rules – § 16-115-2 – Definitions.

"Direct control" or "directly in charge of the professional work" means personal preparation, or direct supervision of the preparation and personal review, of all instruments of professional service.

"Experience in responsible charge" means direct control or personal supervision of engineering, architecture, landscape architecture, or land surveying work.

"Supervise", "supervision", "supervision of design", or "under the supervision of" means that a licensed engineer, architect, surveyor, or landscape architect, as the case may be, shall:

(1) Exercise direct control and oversee the subject activity through physical presence or through the use of communication devices; provided the licensee has both direct control and detailed professional knowledge of the work being supervised; or

(2) Substantially redraft, redraw, redesign, or recalculate the plans, specifications, and other related documents.

and be responsible for all work within the licensee's discipline performed on plans, specifications, and other related documents.

Stamping and Sealing:

Hawaii Revised Statutes – Chapter 464 – § 464-11 – Contents of certificates; use of seal mandatory when:

"…Every licensee may use a seal or rubber stamp of the design authorized by the board bearing the licensee's name and the words "licensed professional engineer", "licensed architect", "licensed land surveyor", or "licensed landscape architect", or otherwise as may be authorized by the board. All plans, specifications, maps, and reports prepared by or under the supervision of a licensed engineer, architect, surveyor, or landscape architect shall be stamped with such seal or stamp when filed with public officials. …"

Hawaii Administrative Rules – § 16-115-8 – Seal or stamp.

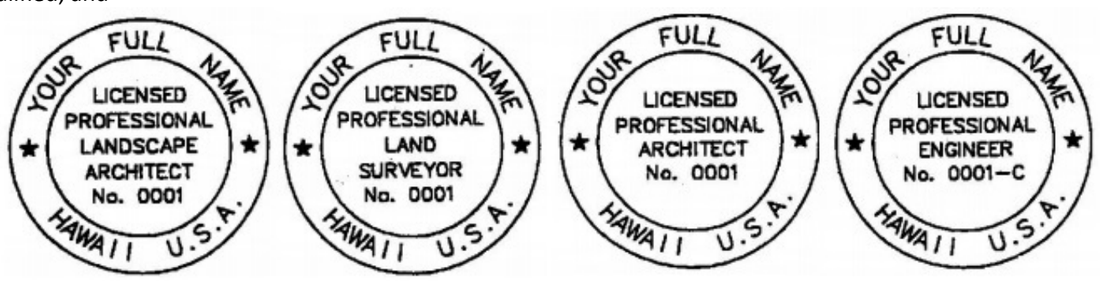
(a) The licensee shall use a seal or stamp that is legible and reproducible of the following design:

(1) Two circles - a smaller one, 1-1/8" in diameter, within a larger one, 1-1/2" in diameter. The name of the licensee and the words "Hawaii, U.S.A." shall be in the outer or annular space. The words "Licensed Professional Engineer", "Licensed Professional Architect", "Licensed Professional Land Surveyor", or "Licensed Professional Landscape Architect", together with the licensee's license number, shall be inserted in the center space;

(2) The engineer shall also insert in the center space and after the license number, the abbreviation of the engineering branch in which the engineer has especially qualified; and

(3) The engineering branch abbreviations shall be:

(A) "Ag." - Agricultural;
(B) "Ch." - Chemical;
(C) "C." - Civil;
(D) "E." - Electrical;
(E) "I." - Industrial;
(F) "M." - Mechanical; and
(G) "S." - Structural.



(4) An example of an acceptable seal or stamp is [shown above]:

(b) An engineer who is licensed in more than one branch shall have a seal or rubber stamp for each branch.

(c) All plans, specifications, maps, reports, surveys, and descriptions prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect submitted to public officials for approval shall be stamped with the authorized seal or stamp and authenticated as provided in section 16-115-9.

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Hawaii Administrative Rules – § 16-115-9 – Authentication: preparation or supervision of design and observation of construction.

(a) All plans, specifications, maps, reports, surveys, descriptions, and every sheet in a set of design drawings prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect shall be stamped with the authorized seal or stamp when filed with public officials. Below the seal or stamp, the authentication shall state "This work was prepared by me or under my supervision", be signed by the licensee, and state the expiration date of the license, as follows:

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION.

Signature Expiration Date of the License

Provided that where applicable, the form of authentication shall be as determined by the rules of the land court, the statute relating to file plans, or other legal authorities relating to maps, surveys, descriptions, etc.

(b) In addition to the requirements of subsection (a), when applications are made for building or construction permits involving public safety or health, all plans and specifications in connection therewith shall bear the authorized seal or stamp of the duly licensed professional engineer, architect, or landscape architect charged with observation of construction pursuant to sections 464-4 and 464-5, HRS. Below the seal or stamp, the authentication shall state "Construction of this project will be under my observation", be signed by the licensee, and state the expiration date of the license, as follows:

CONSTRUCTION OF THIS PROJECT WILL BE UNDER MY OBSERVATION.

Signature Expiration Date of the License

(c) Where the licensed professional engineer, architect, or landscape architect has responsibility for design and observation of construction, the authentication shall state "This work was prepared by me or under my supervision and construction of this project will be under my observation", be signed by the licensee, and state the expiration date of the license, as follows:

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION AND
CONSTRUCTION OF THIS PROJECT WILL BE UNDER MY OBSERVATION.

Signature Expiration Date of the License

(d) In the event the licensed professional engineer, architect, or landscape architect whose seal or stamp and signature appear in connection with the statement in subsection (b) or (c) concerning observation of construction has been removed, replaced, or is otherwise unable to discharge the licensee's duties, the licensed professional engineer, architect, or landscape architect shall so notify the appropriate public

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Engineering and Land Surveying

Idaho Board of Professional Engineers and Professional Land Surveyors (IPELS) – http://ipels.idaho.gov

Professional Statutes – Idaho Code Title 54, Chapter 12. Engineers and Surveyors – https://legislature.idaho.gov/statutesrules/idstat/Title54/T54CH12/

Professional Regulations – Idaho Administrative Procedure Act, Agency 24, Title 32, Chapter 1 (IDAPA 24.32.01.000 *et seq*.) – https://adminrules.idaho.gov/rules/current/24/243201.pdf

Responsible Charge, § 54-1202 (14):

"Responsible charge" means the control and direction of engineering work, or the control and direction of land surveying work, requiring initiative, professional skill, independent judgment and professional knowledge of the content of relevant documents during their preparation.

Except as allowed under section 54-1223, Idaho Code, reviewing, or reviewing and correcting, documents after they have been prepared by others does not constitute the exercise of responsible charge. In turn, Idaho Code Ann. § 54-1223 sets forth certain limitations on and exemptions from the definition of "responsible control":

(1) This chapter shall not be construed to affect:

(a) The practice of any other profession or trade for which a license is required under any law of this state or the United States.

(b) The work of an employee or a subordinate of a person holding a license under this chapter, provided such work does not include final engineering design or land surveying decisions and is done under the direct responsibility, checking, and supervision of, and verified by, a person holding a license under this chapter.

(c) Any individual teaching upper division engineering subjects that are classified as engineering design for any college or university in this state as of July 1, 1988, and any such individual employed after July 1, 1988, for a period of five (5) years from the date of employment with any college or university in this state.

(d) An individual doing surveying work for himself, or through a business entity, on property owned or leased by the individual or business entity, or in which the individual or business entity has an interest, estate or possessory right and which affects exclusively the property or interests of the individual or business entity; provided, that all land surveying maps, plats or plans filed with any county recorder's office in the state of Idaho for the purpose of illustrating or defining boundaries of property ownership, shall be made by a licensed professional land surveyor as provided in this chapter.

(e) An individual doing survey work for himself, or through a business entity with respect to the location, amendment, or relocation of a mining claim.

(f) The practice of engineering by employees of a business entity as long as the services provided by them are for internal business entity use only.

(2) The board, at its discretion, may exempt an exceptional individual who has twelve (12) or more years of appropriate experience in engineering from the requirement for satisfactory completion of an examination in the fundamentals of engineering.

(3) An applicant for licensure as a professional engineer either by examination or by comity who has earned a bachelor degree in engineering from an approved engineering program and has, in addition, earned a doctorate degree in engineering from a college or university which offers an approved undergraduate program in the same discipline as the doctorate degree earned, shall be exempt from the requirement for satisfactory completion of an examination in the fundamentals of engineering. Honorary doctorate degrees are not considered earned degrees for purposes of this subsection.

Stamping and Sealing, § 54-1215(3):

Except for engineering faculty holding a restricted license pursuant to section 54-1214(5), Idaho Code, each licensee hereunder shall, upon licensure, obtain a seal, the use and design of which are described in this section. It shall be unlawful for any person to affix or to permit his seal and signature to be affixed to any documents after the license of the licensee named thereon has expired or has been retired, suspended, or revoked, unless said license shall have been renewed, reinstated, or reissued, or for the purpose of aiding or abetting any other person to evade or attempt to evade any portion of this chapter.

(a) The seal may be a rubber stamp, crimp or electronically generated image. Whenever the seal is applied, the licensee's signature and date shall be included adjacent to or across the seal.

(b) The seal, signature and date shall be placed on all final specifications, land surveys, reports, plats, drawings, plans, design information and calculations whenever presented to a client or any public or governmental agency. Any such document presented to a client or public or governmental agency that is not final and does not contain a seal, signature and date shall be clearly marked as "draft," "not for construction" or with similar words to distinguish the document from a final document. In the event the final work product is preliminary in nature or contains the word "preliminary," such as a "preliminary engineering report," the final work product shall be sealed, signed and dated as a final document if the document is intended to be relied upon to make policy decisions important to the life, health, property, or fiscal interest of the public.

(c) The seal and signature of the licensee and date shall be placed on all original documents in such a manner that such seal, signature and date are reproduced when the original document is copied. The application of the licensee's seal and signature and the date shall constitute certification that the work thereon was done by him or under his responsible charge. Each plan or drawing sheet shall be sealed and signed and dated by the licensee or licensees responsible for each sheet. In the case of a business entity, each plan or drawing sheet shall be sealed and signed and dated by the licensee or licensees involved. Copies of electronically produced documents, listed in paragraph (b) of this subsection, distributed for

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(4) In addition to, and notwithstanding other provisions of this chapter, in circumstances of emergency creating conditions of imminent and substantial danger to the public health, safety or environment through the provision of engineering services, the prosecuting attorney or the attorney general may institute a civil action for an immediate injunction to halt the provision of engineering services.

(5) A professional engineer licensed in Idaho may review the work of a professional engineer who is licensed in another jurisdiction of the United States or a foreign country on a project that is a site adaptation of a standard design plan to determine that the standard design plan meets the standard of care and is applicable to the intended circumstance, with or without modification. The Idaho professional engineer shall demonstrate responsible charge, as defined in this chapter, by performing professional services related to his assignment including developing or obtaining a complete design record with design criteria and calculations, performing necessary code research and developing any necessary and appropriate changes to the standard design plan necessary to properly apply the standard design to the intended circumstance. The nonprofessional services, such as drafting, need not be redone by the Idaho professional engineer, but must clearly and accurately reflect the Idaho professional engineer's work. The burden is on the Idaho professional engineer to show such compliance. The Idaho professional engineer shall have control of and responsibility for the entire work product, shall seal, sign and date it as required in this chapter, and shall be in possession of all original documents or certified copies of documents related to the professional engineer's work for the project.

(6) In the event a licensee in responsible charge of a project leaves employment, is transferred, is promoted, becomes incapacitated, dies or is otherwise not available to seal, sign and date final documents, the duty of responsible charge of the project shall be accomplished by the successor licensee by becoming familiar with and reviewing, in detail, and retaining the project documents to date. Subsequent work on the project must clearly and accurately reflect the successor licensee's responsible charge. The successor licensee shall seal, sign and date all work product in conformance with the statute on licenses and seals.

informational uses such as for bidding purposes or working copies, may be issued with the licensee's seal and a notice that the original document is on file with the licensee's signature and the date. The words “Original Signed By:” and “Date Original Signed:” shall be placed adjacent to or across the seal on the electronic original. The storage location of the original document shall also be provided. Only the title page of reports, specifications and like documents need bear the seal and signature of the licensee and the date.

(d) The seal and signature shall be used by licensees only when the work being stamped was under the licensee's responsible charge.

(e) The design of the seal shall be as determined by the board.

Standard Seals for Engineers and Land Surveyors. The Board adopts standard seals for use by licensed professional engineers and professional land surveyors as prescribed by Section 54-1215, Idaho Code. Seals prepared and approved prior to July 1, 2008 are valid for continued use. IDAPA 24.32.01.012.02

Seal for Professional Engineer/Land Surveyor. Engineers obtaining licensure as land surveyors under the changes to Section 54-1217, Idaho Code, by the 1978 Legislature use the seal showing licensure as a Professional Engineer and Land Surveyor as adopted by the Board. Seals prepared and approved prior to July 1, 2008 are valid for continued use. IDAPA 24.32.01.012.03

Architecture

Idaho Board of Architects and Landscape Architects, Idaho Division of Occupational and Professional Licenses – https://dopl.idaho.gov/ala/

Professional Statutes – Idaho Code, Title 54, Chapter 3. Idaho Architecture Practice Act https://legislature.idaho.gov/statutesrules/idstat/title54/t54ch3/sect54-301/

Professional Regulations – Idaho Administrative Procedure Act, Agency 24, Title 1, Chapter 1 (IDAPA 24.01.01.000 *et seq.*) – https://adminrules.idaho.gov/rules/current/24/0101.pdf

Responsible Charge, § 54-303(8):

“Responsible control” means that amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered architects applying the required professional standard of care. Reviewing, or reviewing and correcting, technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed knowledge of the content of such

Stamping and Sealing, § 54-304:

(1) Every licensed architect shall have a seal, the impression of which must contain the name and Idaho architect license number of the architect and the words “licensed architect” and “state of Idaho,” with which he shall seal all technical submissions issued from his office.

(2) The seal, signature and date may be manually or electronically applied. Whenever the seal is applied to a technical submission, the signature of the architect and the date thereof shall be written adjacent to or across the seal. The signature, date and seal shall appear on all technical submissions prepared by the architect or that meet the requirements set forth in subsection (4) of this section. Only the title page of reports, specifications and like documents must bear the date and the seal and signature of the architect. It is the responsibility of the architect sealing the document to provide adequate security when documents with electronic seals are distributed. Electronically produced documents distributed for informational uses, such as for bidding purposes or as working copies, may be issued with only the architect's seal if:

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submissions throughout their preparation.

(a) The copy includes a notice that the original document is on file with the date and architect's signature;

(b) The words “original signed by” and “date original signed” are placed adjacent to or across the seal on the electronic document; and

(c) The storage location of the original document is identified.

The design and use of the seal shall be as required by board rule.

(3) Technical submissions involving the practice of architecture that are submitted to any public or governmental agency for the purpose of obtaining a building permit that are not clearly identified by the affixed seal of the architect and the signature of the architect and date thereof shall be deemed unacceptable submissions for the purpose of obtaining a building permit.

(4) An architect may sign and seal technical submissions only if the technical submissions were:

(a) Prepared by the architect;

(b) Prepared by persons under the architect's responsible control;

(c) Prepared by another architect licensed in Idaho if the signing and sealing architect has reviewed the other architect's work and either has coordinated the preparation of the work or has integrated the work into his or her own technical submissions; or

(d) Prepared by another architect licensed in any state and holding the certification issued by the national council of architectural registration boards if:

(i) The signing and sealing architect has reviewed the other architect's work and has integrated the work into his or her own technical submissions; and

(ii) The other architect's technical submissions are prototypical building documents.

(5) An architect may sign and seal drawings, specifications or other work that is not required to be prepared by an architect if the architect has reviewed the work and has integrated it into his or her own technical submissions.

(6) Any licensed architect signing or sealing technical submissions not prepared by that architect but prepared under the architect's responsible control by persons not regularly employed in the office where the architect is resident shall maintain and make available to the board upon request, for at least five (5) years following the signing and sealing, adequate and complete records demonstrating the nature and extent of the architect's control over and detailed knowledge of the technical submissions throughout their preparation. Any licensed architect signing or sealing technical submissions integrating the work of another architect into the registered architect's own work, as permitted under subsection (4)(c) or (d) of this section, shall maintain adequate and complete records demonstrating the nature and extent of the registered architect's review of and integration of the work of the other architect into his own technical submissions and that such review and integration met the required professional standard of care. Such records shall be maintained and made available to the board, upon request, for at least five (5) years following the signing and sealing of the technical submissions.

IDAPA 24.01.01.410 provides: An architect's seal may be placed on all technical submissions prepared personally by the architect or prepared under the architect's responsible control or as otherwise allowed under the provisions of Section 54-304, Idaho Code. Nothing in this rule limits an architect's responsibility to the owner for the work of other licensed professionals to the extent established by contract between the owner and architect.

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Professional Engineering

Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, Engineers – https://idfpr.illinois.gov/profs/profengineer.html

Illinois Compiled Statutes – Chapter 225, Act 325 – Professional Engineering Practice Act of 1989 – https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1344&ChapterID=24

Illinois Administrative Code – Title 68 – Chapter VII – Subchapter b – Part 1380 – Professional Engineering Practice Act of 1989 – https://www.ilga.gov/commission/jcar/admincode/068/06801380sections.html

Responsible Charge:

Under 225 ILCS 325/4 "Direct supervision/responsible charge" means work prepared under the control of a licensed professional engineer or that work as to which that professional engineer has detailed professional knowledge.

The statute defines a "Professional Engineer" as a person licensed under the laws of the State of Illinois to practice professional engineering, which is the application of science to the design of engineering systems and facilities using the knowledge, skills, ability and professional judgment developed through professional engineering education, training and experience.

"Technical submissions" are the designs, drawings and specifications that establish the scope and standard of quality for materials, workmanship, equipment, and systems, and includes, but are not limited to, studies, analysis, calculations and other technical reports prepared in the course of practice of professional engineering or under the direct supervision and responsible charge of a licensed professional engineer, and are prepared, signed and sealed in the course of a design professional's practice in conformance with all applicable laws, codes and ordinances. Technical submissions intended for use in construction in the State of Illinois shall be prepared and administered in accordance with standards of reasonable professional skill and diligence.

All technical submissions issued by a professional engineering firm, corporation, professional limited liability company, limited liability company or partnership are required to bear the corporate or assumed business name and design firm registration number, in addition to the seal requirements.

Illinois does provide an exception for the layout documents of fire suppression systems. A building permit for a building that requires a fire suppression system shall not be issued without the submission of a technical submission

Stamping and Sealing:

Under 225 ILCS 325/14, every professional engineer shall have a seal or stamp, the print of which shall be reproducible and contain the name of the professional engineer, the professional engineer's license number, and the words "Licensed Professional Engineer of Illinois". Any reproducible stamp heretofore authorized under the laws of this state for use by a professional engineer, including those with the words "Registered Professional Engineer of Illinois", shall serve the same purpose as the seal provided for by this Act. The engineer shall be responsible for his seal and signature as defined by rule. When technical submissions are prepared utilizing a computer or other electronic means, the seal may be generated by the computer. The licensee may provide, at his or her sole discretion, an original signature in the licensee's handwriting, a scanned copy of the technical submission bearing an original signature, or a signature generated by a computer.

In addition to the seal requirements in Section 14 of the Act, all documents or technical submissions prepared by the design firm shall contain the design firm registration number issued by the Department of Financial and Professional Regulation-Division of Professional Regulation (the "Division"). 68 IL Adm. Code 1380.290(h). https://www.ilga.gov/commission/jcar/admincode/068/068013800002900R.html

Under 225 ILCS 325/15, all technical submissions prepared by or under the personal supervision of a professional engineer shall bear that professional engineer's seal, signature, and license expiration date. The licensee's written signature and date of signing, along with the date of license expiration, shall be placed adjacent to the seal. Computer generated signatures are not permitted. The professional engineer who has contract responsibility shall seal a cover sheet of the technical submissions, and those individual portions of the technical submissions for which the professional engineer is legally and professionally responsible. The professional engineer practicing as the support design professional shall seal those individual portions of technical submissions for which the professional engineer is legally and professionally responsible.

The use of a professional engineer's seal on technical submissions constitutes a representation by the professional engineer that the work has been prepared by or under the personal supervision of the professional engineer or developed in conjunction with the use of accepted engineering standards. The use of the seal further represents that the work has been prepared and administered in accordance with the standards of reasonable professional skill and diligence. 225 ILCS 325/14.

It is unlawful to affix one's seal to technical submissions if it masks the true identity of the person who actually exercised direction, control and supervision of the preparation of such work. A professional engineer who seals and signs technical submissions is not responsible for damage caused by subsequent changes to or uses of those technical submissions, where the subsequent changes or uses, including changes or uses made by State or local governmental agencies, are not authorized or approved by the professional engineer who originally sealed and signed the technical submissions. 225 ILCS 325/14.

Licensees shall approve and seal only those designs prepared by them or under their direct supervision and found to be safe for the public health, property and welfare. In circumstances where a licensee in responsible charge of the work is unavailable to complete the work in instances such as death, incapacity, termination of employment or relocation, a successor licensee may take responsible charge by performing all professional services, including design criteria, recalculations, code research and compliance, and any other necessary and appropriate changes, in order to complete the project. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all documents. 68 IL Adm. Code 1380.300(a)(2). https://www.ilga.gov/commission/jcar/admincode/068/068013800003000R.html

Licensees shall not affix their signature or seal to any plans or documents dealing with subject matter in which they lack competence, nor to any plan or document not prepared by them or under their direct supervisory control. 68 IL Adm. Code 1380.300(b)(2). https://www.ilga.gov/commission/jcar/admincode/068/068013800003000R.html

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prepared and sealed by a licensed design professional. Fire protection system layout documents do not require an engineering seal if prepared by a technician who holds a valid NICET level 3 or 4 certification in fire protection technology, automatic sprinkler system layout. However, an authority having jurisdiction may not accept fire protection system layout documents in lieu of technical submissions. Fire protection system layout documents may be submitted as supporting documents to supplement technical submissions. In the event the fire protection system layout documents materially alter the technical submissions, the authority having jurisdiction shall return both the fire protection layout documents and technical submissions to the licensed design professional for review.

Every licensed professional engineer shall have a reproducible seal or facsimile, which may be computer generated, the impression of which shall contain the name, the license number of the professional engineer, and the words "Licensed Professional Engineer of Illinois". A professional engineer shall seal all documents prepared by or under the direct supervision and control of the professional engineer. Any document that bears the name of a professional design firm, rather than bearing the name of the individual licensed professional engineer responsible for the document, shall be deemed an invalid seal. The individual licensee's written signature and date of signing, along with the date of license expiration, shall be placed adjacent to the seal. The licensee may provide, at his or her sole discretion, an original signature in the licensee's handwriting, a scanned copy of the technical submission bearing an original signature, or a signature generated by a computer. 225 ILCS 325/14

The professional engineer's seal must have the licensee name, license number, and the text "Licensed Professional Engineer of Illinois." The licensee's signature shall be applied (means not specified) along with the date signed and date of expiration. The size, shape, and design of the seal are not specified; however, the image of the seal [at right] must be reproducible.

https://www.ilga.gov/commission/jcar/admincode/068/068013800002950R.html

[Signature]
[Date Signed]
License Expires: [Date]

Structural Engineering

Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, Illinois Structural Engineering Board – https://idfpr.illinois.gov/profs/se.html
Illinois Compiled Statutes – Chapter 225, Act 340 – Structural Engineering Practice Act of 1989 – https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1347&ChapterID=24
Illinois Administrative Code – Title 68 – Chapter VII – Subchapter b – Part 1380 – Professional Engineering Practice Act of 1989 – https://www.ilga.gov/commission/jcar/admincode/068/06801480sections.html

Responsible Charge:

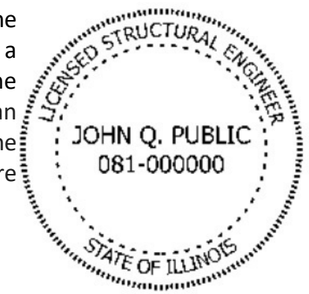
Under 225 ILCS 340/12, a licensed structural engineer may seal documents not produced by the licensed structural engineer when the documents have either been produced by others working under the licensed structural engineer's personal supervision and control or when the licensed structural engineer has sufficiently reviewed the documents to ensure that they have met the standards of reasonable professional skill and diligence. In reviewing the work of others, the licensed structural engineer shall, where necessary, do calculations, redesign, or any other work necessary to be done to meet such standards and should retain evidence of having done such review. The documents sealed by the licensed structural engineer shall be of no lesser quality than if they had been produced by the licensed structural engineer. The licensed structural engineer who seals the work of others is obligated to provide sufficient supervision and review of such work so that the public is protected.

The statute defines a "Structural Engineer" as a person licensed under the laws of the State of Illinois to practice structural engineering, which is the design, analysis, or supervision of the construction, enlargement or alteration of structures, or any part thereof, for others, to be constructed by persons other than himself or herself. Structures within the meaning of this Act are all structures having as essential features foundations, columns, girders, trusses, arches or beams, with or without other parts, and in which safe design and construction require that loads and stresses must be computed and the size and strength of parts determined by mathematical calculations based upon scientific principles and engineering data.

Stamping and Sealing:

Under 225 ILCS 340/12, every licensed structural engineer shall have a reproducible seal or facsimile, the print of which shall contain the name and license number of the structural engineer, and the words "Licensed Structural Engineer," "State of Illinois." The licensed structural engineer shall seal all plans, drawings, and specifications prepared by or under the engineer's supervision. When technical submissions are prepared utilizing a computer or other electronic means, the seal may be generated by the computer. The licensee may provide, at his or her sole discretion, an original signature in the licensee's handwriting, a scanned copy of the technical submission bearing an original signature, or a signature generated by a computer.

In addition to the seal requirements in Section 12 of the Act, all documents or technical submissions prepared by the design firm shall contain the design firm registration number issued by the Department of Financial and Professional Regulation-Division of Professional Regulation (the "Division"). 68 IL Adm. Code 1480.200(h). https://www.ilga.gov/commission/jcar/admincode/068/068014800002R.html



[Signature]
[Date Signed]
License Expires: [Date]

Illinois

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"Technical submissions" are the designs, drawings and specifications that establish the scope and standard of quality for materials, workmanship, equipment, and systems, and includes, but are not limited to, studies, analysis, calculations and other technical reports prepared in the course of practice of structural engineering or under the direct supervision and responsible charge of a licensed structural engineer, and are prepared, signed and sealed in the course of a design professional's practice in conformance with all applicable laws, codes and ordinances. Technical submissions intended for use in the State of Illinois shall be prepared and administered in accordance with standards of reasonable professional skill and diligence.

All technical submissions issued by a structural engineering firm, corporation, professional limited liability company, limited liability company or partnership are required to bear the corporate or assumed business name and design firm registration number, in addition to the seal requirements. Including the construction of structures or of the structural part of edifices designed solely for the generation of electricity; or for the hoisting, cleaning, sizing or storing of coal, cement, sand, grain, gravel or similar materials; elevators; manufacturing plants; docks; bridges; blast furnaces; rolling mills; gas producers and reservoirs; smelters; dams; reservoirs; waterworks; sanitary works as applied to the purification of water; plants for waste and sewage disposal; round houses for locomotives; railroad shops; pumping or power stations for drainage districts; or power houses, even though such structures may come within the definition of "buildings" as defined in any Act in force in this State relating to the regulation of the practice of architecture.

Under 225 ILCS 340/15, all technical submissions prepared by or under the personal supervision of a professional engineer shall bear that professional engineer's seal, signature, and license expiration date. The licensee's written signature and date of signing, along with the date of license expiration, shall be placed adjacent to the seal. Computer generated signatures are not permitted. The professional engineer who has contract responsibility shall seal a cover sheet of the technical submissions, and those individual portions of the technical submissions for which the professional engineer is legally and professionally responsible. The professional engineer practicing as the support design professional shall seal those individual portions of technical submissions for which the professional engineer is legally and professionally responsible.

Licensees shall approve and seal only those designs prepared by them or under their direct supervision and found to be safe for the public health, property and welfare. In circumstances where a licensee in responsible charge of the work is unavailable to complete the work in instances such as death, incapacity, termination of employment or relocation, a successor licensee may take responsible charge by performing all professional services, including design criteria, recalculations, code research and compliance, and any other necessary and appropriate changes, in order to complete the project. The successor licensee shall have control of and responsibility for the work product and the signed and sealed originals of all documents. 68 IL Adm. Code 1480.210(a)(2). https://www.ilga.gov/commission/jcar/admincode/068/068014800002100R.html

Licensees shall not affix their signature or seal to any plans or documents dealing with subject matter in which they lack competence, nor to any plan or document not prepared by them or under their direct supervisory control. 68 IL Adm. Code 1480.210(b)(2). https://www.ilga.gov/commission/jcar/admincode/068/068014800002100R.html

The structural engineer's seal must have the licensee name, license number, and the text "Licensed Structural Engineer," "State of Illinois." The licensee's signature shall be applied (means not specified) along with the date signed and date of expiration. The size, shape, and design of the seal are not specified; however, the image of the seal [at right] must be reproducible. https://www.ilga.gov/commission/jcar/admincode/068/06801480ZZ9997AR.html

Architecture

Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, Illinois Architecture Licensing Board – https://www.idfpr.com/profs/Architect.asp

Illinois Compiled Statutes – Chapter 225, Act 305 – Illinois Architecture Practice Act of 1989 – http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1340&ChapterID=24

Illinois Administrative Code – Title 68 – Chapter VII – Subchapter b – Part 1150 – Illinois Architecture Practice Act of 1989 – ftp://www.ilga.gov/jcar/admincode/068/06801150sections.html

Responsible Charge:

Under 225 ILCS 305/14, "responsible control" means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by architects applying the required professional standard of care. Merely reviewing or reviewing and correcting the technical submissions or any portion thereof prepared by those not in the regular employment of the office where the architect is resident without control over the content of such work throughout its preparation does not constitute responsible control.

The statute defines a "Architect" as a person who is qualified by education, training, experience, and examination, and who is licensed under the laws of this State, to practice architecture, which is the offering or furnishing of professional services, such as consultation, environmental analysis, feasibility studies, programming, planning, aesthetic and structural design, technical submissions consisting of drawings and specifications and other documents required in the construction process, administration of construction contracts, project representation, and construction management, in connection with the construction of any private or public building, building structure, building project, or addition to or alteration or restoration thereof.

"Technical submissions" are the designs, drawings and specifications which establish the scope of the architecture to be constructed, the standard of quality for materials, workmanship, equipment, and construction systems, and the studies and other technical reports and calculations prepared in the course of the practice of architecture. 225 ILCS 305/6. All technical submissions intended for use in the State of Illinois shall be prepared and administered in accordance with standards of reasonable professional skill and diligence. Care shall be taken to reflect the requirements of State statutes and, where applicable, county and municipal ordinances in such submissions. *Id*.

An architect licensed under the laws of this jurisdiction shall not sign and seal technical submissions that were not prepared by or under the responsible control of the architect except that: (1) the architect may sign and seal those portions of the technical submissions that were prepared by or under the responsible control of persons who hold a license under this Act, and who shall have signed and sealed the documents, if the architect has reviewed in whole or in part such portions and has either coordinated their preparation or integrated them into his or her work; (2) the architect may sign and seal portions of the professional work that are not required by this Act to be prepared by or under the responsible control of an architect if the architect has reviewed and adopted in whole or in part such portions and has integrated them into his or her work; and

Stamping and Sealing:

Under 225 ILCS 305/14, every architect shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect, the license number, and the words "Licensed Architect, State of Illinois". The architect shall affix the signature, current date, date of license expiration and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or prepared for the review and approval of any governmental or public authority having jurisdiction by that architect or under that architect's responsible control. The sheet of technical submissions in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply. The seal and dates may be electronically affixed. The licensee may provide, at his or her sole discretion, an original signature in the licensee's handwriting, a scanned copy of the document bearing an original signature, or a signature generated by a computer. All technical submissions issued by any corporation, partnership, professional service corporation, or professional design firm as registered under this Act shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements as set forth in this Section. In addition to the above seal requirements, all documents or technical submissions prepared by the design firm shall contain the design firm registration number issued by the Division. 68 IL Adm. Code 1150.80. https://www.ilga.gov/commission/jcar/admincode/068/068011500000800R.html

The architect exercising responsible control under which the documents or portions of the documents were prepared shall be identified on the documents or portions of the documents by name and Illinois license number. 225 ILCS 305/14.

Any architect who signs and seals technical submissions not prepared by that architect but prepared under the architect's responsible control by persons not regularly employed in the office where the architect is resident shall maintain and make available to the board upon request for at least 5 years following such signing and sealing, adequate and complete records demonstrating the nature and extent of the architect's control over and detailed professional knowledge of such technical submissions throughout their preparation. 225 ILCS 305/14.

"Prototypical documents" consist of drawings or specifications that are not intended as final and complete technical submissions for a building project, but rather are to serve as a prototype for a building or buildings to be constructed in more than one location, with minimal design changes or additions, except those required to adapt the prototype building or buildings to each particular site and to the regulations and codes that apply. The documents shall be identified as "prototypical documents". The name, address and seal of the architect who prepared the prototypical documents, and the date the documents were prepared, shall be provided on the first sheet of any bound set or loose sheets of documents utilized as prototypical documents. 68 IL Adm. Code 1150.85.

Illinois

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(3) a partner or corporate officer of a professional design firm registered in Illinois who is licensed under the architecture licensing laws of this State, and who has professional knowledge of the content of the technical submissions and intends to be responsible for the adequacy of the technical submissions, may sign and seal technical submissions that are prepared by or under the responsible control of architects who are licensed in this State and who are in the regular employment of the professional design firm. 225 ILCS 305/14.

It is unlawful to affix one's seal to technical submissions if it masks the true identity of the person who actually exercised responsible control of the preparation of such work. An architect who seals and signs technical submissions is not responsible for damage caused by subsequent changes to or uses of those technical submissions where the subsequent changes or uses, including changes or uses made by State or local governmental agencies, are not authorized or approved in writing by the architect who originally sealed and signed the technical submissions. 225 ILCS 305/6.

Prototypical documents shall be prepared by an architect licensed in any jurisdiction. Technical submissions for the construction of the project shall be prepared by or under the responsible control of an Illinois licensed architect. The Illinois licensed architect, after analyzing, calculating and making revisions and additions, issues the technical submissions with his or her title block, Illinois seal and design firm registration number, as required (including the seals and design firm registration numbers of engineering consultants, as applicable), and maintains control over the use of the final adapted documents as if they were his or her original design, assuming full responsibility as the architect of record. 68 IL Adm. Code 1150.85.

The architect's seal must have the licensee name, license number, and the text "Licensed Architect State of Illinois." The licensee's signature shall be applied (means not specified) along with the date signed and date of expiration. The size, shape, and design of the seal are not specified; however, the image of the seal [at right] must be reproducible. The licensed architect shall affix the signature, current date, date of license expiration and seal to the first sheet of any bound set or loose sheets of technical submissions utilized as contract documents between the parties to the contract or contracts or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or under that licensed architect's responsible control. The seal and dates may be electronically affixed. The licensee may provide, at his or her sole discretion, an original signature in the licensee's handwriting, a scanned copy of the document bearing an original signature, or a signature generated by a computer. The sheet of technical submissions on which the seal is affixed shall indicate those documents or parts of documents for which the seal shall apply.
https://www.ilga.gov/commission/jcar/admincode/068/06801150ZZ9997aR.html

[Signature]
[Date Signed]
License Expires: [Date]

Land Surveyors

Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, Illinois Land Surveyors Licensing Board – https://www.idfpr.com/profs/landsurv.asp

Illinois Compiled Statutes – Chapter 225, Act 330 – Illinois Professional Land Surveyor Act of 1989 – http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1345&ChapterID=24

Illinois Administrative Code – Title 68 – Chapter VII – Subchapter b – Part 1270 – Illinois Professional Land Surveyor Act of 1989 – ftp://www.ilga.gov/jcar/admincode/068/06801270sections.html

Responsible Charge:

Under 225 ILCS 330/4 "Direct supervision and control" means the personal review by a Licensed Professional Land Surveyor of each survey, including, but not limited to, procurement, research, field work, calculations, preparation of legal descriptions and plats. The personal review shall be of such a nature as to assure the client that the Professional Land Surveyor or the firm for which the Professional Land Surveyor is employed is the provider of the surveying services. "Responsible charge" means an individual responsible for the various components of the land survey operations subject to the overall supervision and control of the Professional Land Surveyor.

Stamping and Sealing:

Under 225 ILCS 330/15 Every Professional Land Surveyor shall have a reproducible seal or facsimile, which may be computer generated, the impression of which shall contain the name of the land surveyor, his or her place of business, the license number, of the Professional Land Surveyor, and the words "Professional Land Surveyor, State of Illinois". A Professional Land Surveyor shall seal all documents prepared by or under the direct supervision and control of the Professional Land Surveyor. Any seal authorized or approved by the Department under the Illinois Land Surveyors Act shall serve the same purpose as the seal provided for by this Act. The licensee's written signature and date of signing along with the date of license expiration shall be placed adjacent to the seal. The licensee may provide, at his or her sole discretion, an original signature in the licensee's handwriting, a scanned copy of the document bearing an original signature, or a signature generated by a computer. In addition to the above seal requirements, all documents or technical submissions prepared by the professional design firm shall contain the professional design firm registration number issued by the Division. 68 IL Adm. Code 1270.45.

It is unlawful to affix one's seal to documents if it masks the true identity of the person who actually exercised direction, control, and supervision of the preparation of that work. A Professional Land Surveyor who seals and signs documents is not responsible for damage caused by subsequent changes to or uses of those documents where the subsequent changes or uses, including changes or uses made by State or local governmental agencies, are not authorized or approved by the Professional Land Surveyor who originally sealed and signed the documents. 225 ILCS 330/15.

The land surveyor's seal must have the licensee name, license number, and the text "Professional Land Surveyor, State of Illinois," and place of business. The licensee's signature shall be applied (means not specified), with the date signed and date of expiration. The size, shape, and design of the seal are not specified; however, the image of the seal [at right] must be reproducible.

https://www.idfpr.com/forms/DPR/Design_Code_Manual.pdf

[Signature]
[Date Signed]
License Expires: [Date]

Indiana

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Engineering

Indiana State Board of Registration for Professional Engineers (BRPE) – https://www.in.gov/pla/engineer.htm

Indiana Code – Title 25. Professions and Occupations – Article 31. Professional Engineers – https://iga.in.gov/legislative/laws/2017/ic/titles/025

Indiana Administrative Code – Title 864 – State Board of Registration for Professional Engineers – http://www.in.gov/legislative/iac/iac_title?iact=864

Responsible Charge:

[not defined in Indiana]

Stamping and Sealing:

I.C. § 25-31-1-16

(a) The granting of registration extends to the registrant the authority to use a seal of a design approved by the board bearing the registrant's name, registration number, and the legend "professional engineer".

(b) During the period of time that a registrant's certificate is valid, the registrant is authorized to apply the registrant's seal to plans, specifications, studies, drawings, and reports. Applying the registrant's seal attests that:
(1) the work embodies the engineering work of the registrant;
(2) the registrant or an employed subordinate supervised by the registrant prepared the documents, and in the context of engineered plans "prepared" refers to the registrant's control and direction of the engineering work and design process;
(3) the registrant assumes full professional responsibility for the documents; and
(4) the work meets standards of acceptable engineering practice.

(c) It is unlawful for any person to stamp or seal any document with a seal after the certificate of the registrant named on the seal has expired or has been revoked.

864 I.A.C. 1.1-7-2

(a) The engineer seal shall generally be between one and five-eighths (1 5/8) inches and one and seven-eighths (1 7/8) inches in outside diameter, using the following design [at right]. Plans containing an engineer seal of specified size may be reduced as long as the seal remains legible.

(b) The seal may be embossed, electronically applied to a drawing, or applied by a rubber stamp in conformance with the design as shown in subsection (a). The seal may have a milled edge, as shown, or two (2) concentric circles with the outer and inner circles corresponding with the respective edges of the milling.

(c) The name and registration number of the registrant inscribed on the seal shall correspond to the name and certificate number inscribed on the certificate of registration. However, the letters "PE" may be excluded from the certificate number.

864 I.A.C. 1.1-7-3

(a) The seal shall be affixed to documents and instruments only during the time the certificate of registration is current and has not been suspended or revoked and then only on such documents and instruments that have been prepared by the registrant or by the regularly employed and directly supervised subordinates of the registrant. The registrant shall be responsible for seeing that the seal, however affixed, and the signature shall be legible on the document.

(b) Whenever a registrant affixes the seal, it shall have: (1) the registrant's original handwritten, electronic, or other signature recognized under Indiana law; and (2) the date the seal is being affixed; directly adjacent to the seal, but not across the seal. As used in this subsection, "electronic signature" means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record.

Indiana

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(c) When a registrant is in responsible charge of engineering work for which one (1) or more: (1) specifications; (2) plans; and (3) drawings; are required to be submitted for review by the state building commissioner or other governmental body, the registrant shall apply the seal in the full manner required by this section on each page of all drawings or plans and on the title page of all specifications.

(d) A registrant who is not in responsible charge of the entire work, but assumes responsibility for portions of the work included on any page of: (1) specifications; (2) plans; or (3) drawings; shall affix the seal in the manner required by this section on all pages of plans or drawings on which the registrant's work appears and on the title pages of specifications in which the registrant's work appears.

(e) When affixing the seal, the registrant shall denote the registrant's part of the work by inserting below the registrant's signature and date, language similar to the following:

COVERING_____DESIGN

864 I.A.C. 1.1-7-4

(a) The seal and signature of a registrant on any drawings, documents, or instruments signifies the registrant's acceptance of full responsibility for the professional work represented thereon, except as another registrant shall have assumed a limited responsibility for portions of the work in accordance with section 3(d) of this rule.

(b) A registrant may include in the registrant's plans certain predesigned manufactured equipment or products which have become established as acceptable for the proposed use, when such items: (1) meet standards established by nonprofit trade organizations; (2) meet the requirements for the proposed use as indicated by tests performed by a competent, unbiased testing agency; (3) are mechanical, electrical, or other types of machinery or systems guaranteed by a reputable manufacturer; or (4) do not affect the structural safety of the project.

Architecture

Board of Registration for Architects and Landscape Architects – https://www.in.gov/pla/architect.htm

Indiana Code – Title 25. Professions and Occupations – Article 4. Professional Engineers – https://iga.in.gov/legislative/laws/2017/ic/titles/025

Indiana Administrative Code – Title 804 – State Board of Registration for Professional Engineers – http://www.in.gov/legislative/iac/iac_title?iact=804

Responsible Charge:

804 I.A.C. 1.1-4-6

(b) A registrant shall not sign or seal drawings, specifications, reports or other professional work for which he or she does not have direct professional knowledge and direct supervisory control; provided, however, that in the case of the portions of such professional work prepared by the registrant's consultant, the registrant may sign or seal that portion of the professional work if the registrant has reviewed such portion, has coordinated its preparation, and intends to be

Stamping and Sealing:

I.C. § 25-4-1-13

Every holder of a certificate of registration as a registered architect shall display such certificate in a conspicuous place in his principal office, place of business or place of employment. Every registered architect shall have a seal or design authorized by the board, the impression of which shall contain the name of the architect and the words, "registered architect", "state of Indiana". He shall stamp with this seal all working drawings, reports, and specifications prepared by him or under his supervision.

804 I.A.C. 1.1-2-7

(a) The architect seal shall be not less than one and five-eighths (1 5/8) inches or more than one and seven-eighths (1 7/8) inches in outside diameter, using the following design [near right]:

(b) The seal may be embossed, electronically applied, rubber stamped, or otherwise permanently affixed to the document. The seal shall conform with the design as shown in subsection (a). The seal may have a milled edge, as shown, or two (2) concentric circles with outer and inner circles corresponding with the respective edgings of the milling.

(c) The name and registration number of the registrant inscribed on the seal shall correspond to the name and registration number inscribed on the certificate of registration. However, "AR" may be excluded in the certificate number.

Indiana

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responsible for its adequacy but not otherwise.

(e) The act of affixing the seal and signature to any drawings, documents or instruments in any manner other than specifically set out in Rule 804 IAC 1.1-2-7, whether such act is performed by the person or by some person to whom the registrant shall have released custody of his or her seal, shall constitute aiding and abetting a person not duly authorized to practice architecture or landscape architecture.

(d) The landscape architect seal shall not be less than one and five-eighths(1 5/8) inches or more than one and seven-eighths (1 7/8) inches in outside diameter, using the following design [far right]:

(e) The seal may be embossed, electronically applied, rubber stamped, or otherwise permanently affixed to the document. The seal shall conform with the design as shown in subsection (d). The seal may have a milled edge, as shown, or two (2) concentric circles with the outer and inner circles corresponding with the respective edgings of the milling.

(f) The name and registration number of the registrant inscribed on the seal shall correspond to the name and certificate number inscribed on the certificate. However, "LA" may be excluded in the certificate number.

(g) The seal shall be affixed to documents and instruments only during the time the registration is current and in good standing, and then only on such documents and instruments which have been created by the registrant, regularly employed subordinates, or subordinates under the direct supervision of the registrant. The registrant shall be responsible for seeing that the seal, however affixed, shall be legible on the document.

(h) Whenever the seal is affixed, it shall include the person's original signature directly adjacent thereto (not across the seal) or the signature may be at another location on the sheet provided it is inscribed, "This document is certified by ".

(i) The architect or landscape architect in responsible charge of architectural work or landscape architectural work, as applicable, for which specifications, plans, and drawings are required to be submitted for review by the appropriate governmental body shall apply the seal and signature as described in this section on the title or cover page of the specifications and each sheet of the drawings.

(j) A person who is not in responsible charge of the entire work, but assumes responsibility for portions of the work shown on any drawing sheet, may apply the seal and signature and denote the part of the work inserted as follows: COVERING_____DESIGN

(k) The seal and signature on any drawings, documents, or instruments signifies acceptance of full responsibility for the professional work represented thereon, except where another shall have assumed a limited responsibility for portions of the work in accordance with subsections (g) through (j).

(l) Predesigned, pre-engineered, or prefabricated equipment, products, components, or systems which have become established as acceptable for the proposed use may be included when such items: (1) meet standards established by nonprofit trade organizations and applicable code requirements; (2) meet the requirements for the proposed use as indicated by tests performed by a competent, unbiased testing agency; or (3) are certified by the manufacturer for the designated use.

When such items affect electrical, mechanical, or structural integrity of the project, the manufacturer shall give proof of appropriate design by qualified professionals.

Land Surveyors

Board of Registration for Professional Surveyors – https://www.in.gov/pla/surveyor.htm

Indiana Code – Title 25. Professions and Occupations – Article 21.5. Professional Surveyors – https://iga.in.gov/legislative/laws/2017/ic/titles/025

Indiana Administrative Code – Title 865 – State Board of Registration for Professional Surveyors – http://www.in.gov/legislative/iac/iac_title?iact=865

Responsible Charge:

865 I.A.C. 1-7-3(a)

(a) The seal and signature of a registrant on any drawings, documents, or instruments signifies the registrant's acceptance of full responsibility for the professional work represented thereon, except as another registrant shall have assumed a limited responsibility for portions of the work in accordance with section 2(e) of this rule.

Stamping and Sealing:

I.C. § 25-21.5-9-1(a), (b)

(a) The granting of registration extends to the professional surveyor the authority to use a seal of a design authorized by the rules of the board. The act of affixing the seal attests to the professional surveyor's acceptance of full professional responsibility for the sealed documents. A person may not stamp or seal a document with a seal while the certificate of the named professional surveyor is expired or revoked.

(b) Collection of field data, note reduction, computation, office analysis, and preparation of certificates and reports for a survey, plan, specification, plat, drawing, or report sealed by a professional surveyor must be performed by a professional surveyor or an employee acting under the personal supervision and direction of the professional surveyor.

Indiana

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865 I.A.C. 1-12-3(a-c)

(a) A registered land surveyor shall be personally responsible for planning and supervising the training, procedures, and daily activities of the nonregistered employees or subordinates involved in the surveys who are acting as exempt persons under IC 25-21.5-4-2. These activities will include, but not necessarily be limited to, the following: 1) client contact, 2) research, 3) collection of field data, 4) note reduction, 5) computation, 6) office analysis, 7) drafting, and 8) preparation of certificates and reports.

(b) The daily activities by nonregistered employees or subordinates referred to in subsection (a) may not continue during any extended absences of the responsible registered land surveyor unless another registered land surveyor is in responsible charge during the land surveyor's absence.

(c) The procedures followed and the decisions made by persons under the registered land surveyor's supervision shall be regularly and systematically reviewed and approved by the registered land surveyor before signing the survey plat.

865 I.A.C. 1-7-1

(a) The land surveyor seal shall be not less than one and five-eighths(1e) inches or more than one and seven-eighths (1f) inches in outside diameter, using the following design [at right]:

(b) The seal may: (1) be embossed, stamped, or electronically applied; in conformance with the design as shown in subsection (a); and (2) have a milled edge, as shown in subsection (a) or two (2) concentric circles with the outer and inner circles corresponding with the respective edges of the milling.

(c) The name and registration number of the registrant inscribed on the seal shall correspond to the name and certificate number inscribed on the certificate of registration.

865 I.A.C. 1-7-2

(a) The seal shall be affixed to documents and instruments only: (1) during the time the certificate of registration is current and has not been suspended or revoked; and (2) on documents and instruments that have been created by the registrant or regularly employed and directly supervised subordinates of the registrant. The registrant shall be responsible for seeing that the seal, however affixed, shall be legible on the document

(b) Whenever a registrant affixes the seal, the document shall have the: (1) registrant's signature; and (2) date the seal is being affixed; directly adjacent but not across, the seal.

(c) As an alternative to placing the items required by subsection (b) directly adjacent to the seal, the items may be at another location on the sheet provided the sheet is otherwise properly certified.

(d) When a registrant is in responsible charge of land surveying work for which one (1) or more: (1) specifications; (2) plans; and (3) drawings; are required to be submitted for review by a governmental body, the registrant shall apply the seal in the full manner required by this section on each page of all drawings or plans and on the title page of all specifications.

(e) A registrant who is not in responsible charge of the entire work, but assumes responsibility for portions of the work included on any page of: (1) specifications; (2) plans; or (3) drawings; shall affix the seal in the manner required by this section on all title pages and on all pages on which the registrant's work appears.

(f) When affixing the seal under the requirements of subsection (e), the registrant shall denote the registrant's part of the work by inserting below the registrant's signature and date, the following: COVERING_____DESIGN

Iowa

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Engineering

Iowa Engineering and Land Surveying Board, Licensing Statute – Iowa Code Chapter 542B
Licensing Rules – https://plb.iowa.gov/engineers-land-surveyors/iowa-ruleslaws

Responsible Charge:

Iowa Code 542B.2(6) defines "Responsible charge" as "having direct control of and personal supervision over any land surveying work or work involving the practice of engineering. One or more persons, jointly or severally, may be in responsible charge."

In addition, under Iowa Administrative Code 193C.8.5, indicia of being "in responsible charge" include:

1. Obtaining or setting the project or service parameters or criteria.
2. Dictating the manner and methods by which professional services are performed.
3. Establishing procedures for quality control and authority over professional services in a manner that ensures that the professional licensee is in control of the work and of all individuals performing the work under the licensee's supervision.
4. Spending sufficient time directly performing the work or directly supervising the work to ensure that the licensee is familiar with all significant details of the work.
5. Maintaining familiarity with the capabilities and methods of the persons performing professional services, and providing adequate training for all persons working under the licensee's direct supervision.
6. Sustaining readily accessible contact with all persons performing professional services by direct physical proximity, or as appropriate in the licensee's professional judgment, by frequent communication, in clear and complete verbal and visual form, of information about the work being performed.
7. Specifically pertaining to land surveying, reviewing all field evidence and making all final decisions concerning the placement of survey monuments and surveyed lines.

Stamping and Sealing:

Iowa Code 542B.16 provides the following regulations concerning the professional engineer's seal:

1. Each licensee, upon licensure, shall obtain a seal of a design approved by the board, bearing the licensee's name, Iowa license number, and the words "professional engineer" or "professional land surveyor" or both, as the case may be. A legible rubber stamp or other facsimile of the seal may be used and shall have the same effect as the use of the actual seal.

2. All engineering documents and land surveying documents shall be dated and shall contain all of the following:
   a. The signature of the licensee in responsible charge.
   b. A certification that the work was done by the licensee or under the licensee's direct personal supervision.
   c. The Iowa legible seal of the licensee.

3. An agency, subdivision, or municipal corporation of this state, or an officer of the state, subdivision, or municipal corporation, shall not file for record or approve any engineering document or land surveying document which does not comply with this section.

4. A licensee shall not place the licensee's signature or seal on any engineering document or land surveying document unless the licensee was in responsible charge of the work, except that the licensee may do so if the licensee contributed to the work and the licensee in responsible charge has signed and certified the work.

5. Violation of this section by a licensee shall be deemed fraud and deceit in the licensee's practice. See also Iowa Administrative Code 193C.6.

Iowa

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Architecture

Iowa Architectural Examining Board, Licensing Statute – Iowa Code Chapter 544A
Licensing Rules – https://plb.iowa.gov/architects/iowa-ruleslaws

Responsible Charge:

Iowa Code 544A.16(5) provides as follows:

"Direct supervision and responsible charge" means an architect's personal supervisory control of work as to which the architect has detailed professional knowledge. In respect to preparing technical submissions, "direct supervision and responsible charge" means that the architect has the exercising, directing, guiding, and restraining power over the design of the building or structure and the preparation of the documents, and exercises professional judgment in all architectural matters embodied in the documents. Merely reviewing the work for prepared by another person does not constitute "direct supervision and responsible charge" unless the reviewer actually exercises supervision and control and is in responsible charge of the work.

In addition, under Iowa Administrative Code 193B.4, Rules of Conduct: "Responsible charge" means the amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by a licensed architect applying the required professional standard of care, including but not limited to an architect's integration of information from manufacturers, suppliers, installers; the architect's consultants, owners, contractors; or other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect's technical submissions if the architect has coordinated and reviewed such information. Other review, or review and correction, of technical submissions after they have been prepared by others does not constitute the exercise of responsible charge because the reviewer has neither control over nor detailed professional knowledge of the content of such submissions throughout their preparation.

Stamping and Sealing:

Iowa Code 544A.28 provides the following regulations concerning the professional architect's seal:

1. An architect shall procure a seal with which to identify all technical submissions issued by the architect for use in this state. The seal shall be of a design, content, and size designated by the board.

2. (a) Technical submissions prepared by an architect, or under an architect's direct supervision and responsible charge, shall be stamped with the impression of the architect's seal. The board shall designate by rule the location, frequency, and other requirements for use of the seal. An architect shall not impress the architect's seal on technical submissions if the architect was not the author of the technical submissions or if they were not prepared under the architect's direct supervision and responsible charge. An architect who merely reviews standardized construction documents pre-engineered or prototype buildings, is not the author of the technical submissions and the technical submissions were not prepared under a reviewing architect's responsible charge.
   (b) An architect shall cause those portions of technical submissions prepared by a professional consultant to be stamped with the impression of the seal of the professional consultant, with a clear identification of the consultant's areas of responsibility, signature, and date of issuance.

3. A public official charged with the enforcement of the state building code, as adopted pursuant to section 103A.7, or a municipal or county building code, shall not accept or approve any technical submissions involving the practice of architecture unless the technical submissions have been stamped with the architect's seal as required by this section or unless the applicant has certified on the technical submission to the applicability of a specific exception under section 544A.18 permitting the preparation of technical submissions by a person not registered under this chapter. A building permit issued with respect to technical submissions which do not conform to the requirements of this section is invalid.

The Iowa Architectural Examining Board requires the following:

Description of seal: The diameter of the outside circle shall be approximately 1¾ inches. The seal shall include the name of the licensed architect and the words "Licensed Architect". The Iowa license number and the word "Iowa" shall be included.

A legible rubber stamp or other facsimile (electronic or digital) of the seal may be used. Every licensed architect is required by Iowa law to obtain a seal (or stamp) which shall have his or her name, LICENSED ARCHITECT, IOWA, and license number on it. The seal and certification may be applied electronically or by legible rubber stamp. Information requested in each information block must be typed or legibly printed. THE SIGNATURE MUST BE APPLIED IN PERMANENT CONTRASTING INK OR BY DIGITAL SIGNATURE AS DEFINED AND GOVERNED BY IOWA CODE 554D.

Iowa

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Land Surveying

Iowa Engineering and Land Surveying Board, Licensing Statute – Iowa Code Chapter 542B
Licensing Rules – https://plb.iowa.gov/engineers-land-surveyors/iowa-ruleslaws

Responsible Charge:

Iowa Code 542B.2(6) defines "Responsible charge" as "having direct control of and personal supervision over any land surveying work or work involving the practice of engineering. One or more persons, jointly or severally, may be in responsible charge."

In addition, under Iowa Administrative Code 193C.8.5, indicia of being "in responsible charge" include:

1. Obtaining or setting the project or service parameters or criteria.
2. Dictating the manner and methods by which professional services are performed.
3. Establishing procedures for quality control and authority over professional services in a manner that ensures that the professional licensee is in control of the work and of all individuals performing the work under the licensee's supervision.
4. Spending sufficient time directly performing the work or directly supervising the work to ensure that the licensee is familiar with all significant details of the work.
5. Maintaining familiarity with the capabilities and methods of the persons performing professional services and providing adequate training for all persons working under the licensee's direct supervision.
6. Sustaining readily accessible contact with all persons performing professional services by direct physical proximity, or as appropriate in the licensee's professional judgment, by frequent communication, in clear and complete verbal and visual form, of information about the work being performed.
7. Specifically pertaining to land surveying, reviewing all field evidence and making all final decisions concerning the placement of survey monuments and surveyed lines.

Stamping and Sealing:

Iowa Code 542B.16 provides the following regulations concerning the professional land surveyor's seal:

1. Each licensee, upon licensure, shall obtain a seal of a design approved by the board, bearing the licensee's name, Iowa license number, and the words "professional engineer" or "professional land surveyor" or both, as the case may be. A legible rubber stamp or other facsimile of the seal may be used and shall have the same effect as the use of the actual seal.

2. All engineering documents and land surveying documents shall be dated and shall contain all of the following:
   a. The signature of the licensee in responsible charge.
   b. A certification that the work was done by the licensee or under the licensee's direct personal supervision.
   c. The Iowa legible seal of the licensee.

3. An agency, subdivision, or municipal corporation of this state, or an officer of the state, subdivision, or municipal corporation, shall not file for record or approve any engineering document or land surveying document which does not comply with this section.

4. A licensee shall not place the licensee's signature or seal on any engineering document or land surveying document unless the licensee was in responsible charge of the work, except that the licensee may do so if the licensee contributed to the work and the licensee in responsible charge has signed and certified the work.

5. Violation of this section by a licensee shall be deemed fraud and deceit in the licensee's practice.

See also Iowa Administrative Code 193C.6.

Kansas

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Engineering, Architecture, and Land Surveying

Kansas State Board of Technical Professions www.ksbtp.ks.gov/professions

Professional Statutes – Kansas Statutes Annotated – Chapter 74. State Boards, Commissions and Authorities – Article 70. State Board of Technical Professions
http://kslegislature.org/li_2014/b2013_14/statute/074_000_0000_chapter/074_070_0000_article/

Professional Regulations – Kansas Administrative Regulations – Agency 66. State Board of Technical Professions https://ksbtp.ks.gov/statutes-rules/rules-regs

Responsible Charge:

Kansas includes architecture, landscape architecture, professional engineering, professional geology and professional surveying under a blanket definition of "technical profession." K.S.A. §74-7003(w) and "licensee" (K.A.R. §66- 6-4(a)).

"**Responsible Charge**" means the application of personal supervision and professional judgment, and the incorporation of detailed knowledge with respect to the content of a technical submission by a licensee when applying the normal standard of care for the work that such licensee is licensed to perform. K.S.A. § 74-7003(u).

"**Standard of Care**" means the duty to exercise the degree of learning and skill ordinarily possessed by a reputable licensee practicing in Kansas in the same or similar locality and under similar circumstances. K.S.A. §74-7003(v).

Stamping and Sealing:

Each licensee is required to obtain a seal bearing his or her name and number and a uniform inscription formulated by the board. K.S.A. § 74-7023(d). The Boards requirements for the form of a licensee's seal can be found on the KSTP's website: https://www.ksbtp.ks.gov/docs/default-source/default-document-library/faqs-for-seals-and-signatures-requirements.pdf?sfvrsn=9d9c201e_6.

Documents signed by the licensee in the licensee's professional capacity shall be stamped with the seal during the duration of the license, but it shall be unlawful for anyone to stamp any document with the seal after the license has expired or has been revoked, unless the license has been renewed or reissued. No person shall tamper with or revise the seal without express written approval by the board. K.S.A. § 74-7023(d).

The seal may contain, before the licensee's surname, an abbreviated form of the licensee's given name or a combination of initials representing the licensee's given name.

66-6-1 Seals and Signatures. Each licensee, within 30 days of a license being issued, shall obtain a seal of the design approved by the board in compliance with K.S.A. 74-7023, and amendments thereto, and this regulation. The seal shall be made of two concentric circles. The outer circle shall be 1 5/8 inches in diameter. The inner circle shall be 1 1/16 inches in diameter and shall contain the words "LICENSED" at the top of the circle and "KANSAS" at the bottom of the circle and the number of the license certificate in the center. The area between the two circles shall, except as provided in this subsection, contain the licensee's name as it appears on that individual's license at the top of the circle and the licensee's profession at the bottom of the circle. After the licensee's seal has been applied to any document, the licensee shall apply his or her handwritten or authenticated digital signature and the date across the seal. The application of the licensee's seal and signature and the date shall constitute certification that the document on which the seal was applied was created by the licensee or under the licensee's responsible charge.

Licensees may use a digital signature if the digital signature authentication process meets all of the following requirements:
(A) Is unique to the licensee using the digital signature;
(B) is able to be verified;
(C) is under the sole control of the licensee using the digital signature; and
(D) is linked to an electronic document bearing the digital signature in such a manner that the signature is invalidated if any data in the document is altered.

Each transmitted or stored electronic document containing a digital signature shall bear the signature, date of signing, and seal, which shall be a confirmation that the electronic document was not altered after the initial digital signing of the document. If the electronic document is altered, the signature, date, and seal shall be void.

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Each document must be sealed, signed, and dated by the licensee who prepared the document or by the licensee who is in responsible charge. The licensee shall seal, sign, and date only work within the licensee's area of licensure and competence. Documents required to be sealed, signed, and dated shall include the following:

(E) Any document submitted to any public or governmental agency, a client, or a user for final approval or recording; and
(F) Each revision to a sealed, signed, and dated document, which shall be identified and sealed, signed, and dated by the licensee responsible for the revision.

The following documents shall be sealed, signed, and dated as specified in this subsection:

(A) For a set of drawings, in one of the following ways:
  i. On each drawing sheet of a set of drawings;
  ii. Only on the first sheet of a multi-sheet set of project drawings if a digital signature authentication process meeting all the requirements in this regulation and capable of digitally linking all drawing sheets to a licensee's area of responsibility is utilized; or
  iii. In a certification block displaying the seal, signature, and date of each licensee in responsible charge and designating the drawing sheets for which each licensee is responsible, which shall be included on the cover sheet or first drawing sheet of the set of drawings;

(B) For project-specific technical specifications, on the cover sheet or index page. If multiple licensees contribute to these specifications, each licensee shall also designate each part for which that licensee is responsible;

(C) for each technical report or survey plat, on the first or last page;

(D) for original land descriptions for the purpose of conveying an interest in real property, on the first or last page;

(E) for each manufacturer's design document submitted in response to a project's delegated design requirements, including performance specifications or drawings for a specific system or components that are not commonly manufactured items standard for order, and prepared by or under the direct supervision of a Kansas licensee, with the submittal sealed, signed, and dated by the manufacturer's Kansas licensee as specified in paragraph (d)(1)(A) or (B); and

(F) for modified standard details or drawings required by a public agency to be incorporated in a project, on the cover sheet or index page of the document.

For multiple seals, each licensee shall affix that individual's seal and signature to the document and shall designate the specific subject matter for which that licensee is responsible, in a note under that licensee's seal or in the title or index sheet indicating the document to which the seal applies.

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The documents **not** required to be sealed, signed, and dated shall include the following:

(1) A working drawing or preliminary document, if the working drawing or preliminary document contains a statement in large, bold letters stating "PRELIMINARY, NOT FOR CONSTRUCTION, RECORDING PURPOSES, OR IMPLEMENTATION" or words of comparable meaning; and

(2) Published standard details, drawings, or specifications adopted by a municipal, county, or public agency, if incorporated in that agency's own projects. These documents shall be referenced within the project's set of drawings when used. Nothing in this subsection shall relieve a licensee of the duty of professional conduct.

If a licensee who has responsible charge of the work is unavailable to complete the work, a successor licensee may assume responsible charge by performing all professional services, including developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work, under either of the following conditions:

(A) The work is a site adaptation of a standard design plan.

(B) The non-professional services, including drafting, are not required to be redone by the successor licensee but clearly and accurately reflect the successor licensee's work.

The successor licensee shall have responsible charge over the work product and shall be responsible for compliance with the requirements of K.A.R. 66-6-1.

66-6-4 Professional Conduct. Licensees are not permitted to affix a personal or digital signature, seal, or both to any plan or document dealing with subject matter that is outside the licensee's field of practice as defined.

Kentucky

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Responsible Charge:

According to Kentucky Revised Statute § 322.010(7) "responsible charge of engineering" means direct control and personal supervision of engineering, or teaching experience with the rank equivalent to assistant professor or higher in a board-approved engineering program.

KRS 322.010(2) provides that "engineer" means a person who is qualified to engage in the practice of professional engineering by reason of special knowledge and use of:
(a) The mathematical, physical, and engineering sciences; and
(b) The principles and methods of engineering analysis and design, acquired by engineering education and practical engineering experience.

KRS 322.010(4) states that "engineering" means any professional service or creative work, the adequate performance of which requires engineering education, training, and experience as an engineer.
(a) "Engineering" shall include:
1. Consultation, investigation, evaluation, planning, certification, and design of engineering works and systems;
   a. Engineering design and engineering work associated with design/build projects;
   b. Engineering works and systems which involve earth materials, water or other liquids, and gases;
   c. Planning the use of land, air, and waters; and
   d. Performing engineering surveys and studies;
2. The review of construction for the purpose of assuring compliance with drawings and specifications; any of which embraces this service or work, either public or private, in connection with any utilities, structures, certain buildings, building systems, machines, equipment, processes, work systems, or projects with which the public welfare or the safeguarding of life, health, or property is concerned, when that professional service or work requires the application of engineering principles and data;

Stamping and Sealing:

Kentucky Revised Statute § 322.340 provides the following regulations concerning the professional engineer's seal:
(1) Each professional engineer . . . shall, upon licensure, obtain a seal or stamp of the design authorized by the board, bearing his or her name, license number, and the words "Licensed Professional Engineer."
(2) Use of the stamp, seal, or signature in an electronic transaction shall be conducted in accordance with administrative regulations promulgated by the board under KRS 322.290(13).
(3) The seal or stamp, signature, and the date shall be used to provide certification for all reports, specifications, drawings, and plans, if presented to a client or any public or governmental agency. Reproduction of original signatures shall be adequate to meet the requirements of this subsection.
(4) The seal or stamp and signature shall be used by licensees only if the work being stamped was under the licensee's complete direction and control.
(5) Relates to professional land surveyors. See below.
(6) It shall be unlawful for a licensee to affix, or permit to be affixed, his or her seal, stamp, or signature to any document described in subsection (3) of this section:
   (a) After the expiration of a license; or
   (b) For the purpose of aiding or abetting any other person to evade or attempt to evade any provisions of this chapter.
(7) A professional engineer shall check and have complete dominion and control of the design and engineering work of any engineer not licensed to practice in this state. Complete dominion and control shall include possession of the sealed and signed reproducible construction documents with all supporting design calculations, indicating all changes in the design.

201 KAR 18:104. Seals and signatures.

Section 1. Definitions.
(1) "Digital signature" means a signature generated electronically:
   (a) With an authentication process attached to or logically associated with an electronic document; and
   (b) That carries the same weight, authority, and effect as an original signature.
(2) "Document" means a report, specification, drawing, plan, or plat in physical form pertaining to engineering or land surveying that requires certification by application of a seal or stamp, a signature, and a date.
(3) "Electronic document" means an electronic data file capable of being viewed by use of a computer and video monitor or converted into a document by use of a computer and printer or plotter.
(4) "Electronic transmission" means the transmission of electronic data files from one (1) computer to another and includes the manual delivery of electronic data storage media from one (1) person or entity to another.
(5) "Licensee" means a person licensed as a professional engineer or professional land surveyor pursuant to KRS Chapter 322.

Kentucky

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3. The teaching of engineering design courses in any program accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology or any engineering program deemed equivalent by the board;
4. The negotiation or solicitation of engineering services on any project in this state, regardless of whether the persons engaged in the practice of engineering:
   a. Are residents of this state;
   b. Have their principal place of business in this state; or
   c. Are in responsible charge of the engineering services performed; and
5. The services of a professional engineer who engages in the practice of land surveying incident to the practice of engineering that does not relate to the location or determination of land boundaries.

(b) "Engineering" shall not include the professional services performed by persons who:

1. Develop or administer construction project safety programs, construction safety compliance, construction safety rules or regulations, or related administrative regulations; or
2. Only operate or maintain machinery or equipment;

KRS 322.010(16) provides that "certification" means affixing a seal or stamp, signature, and date by a professional engineer or professional land surveyor to represent that the services or work addressed therein was performed by that professional engineer or professional land surveyor according to his or her knowledge, information, and belief, and that it was completed in accordance with applicable standards of practice. "Certification" shall not mean a guaranty or warranty, either express or implied.

A 1983 decision from the Office of the Attorney General of the State of Kentucky, 1983 Ky. AG LEXIS 494, concluded that the preparation of sprinkler plans did involve the practice of engineering, and such plans should have the seal of a registered professional engineer. The most important factor under the statutory definition of "engineering" is that the preparation of sprinkler plans is a service involving in part structures, certain buildings and building systems with which the public welfare or the safeguarding of life, health or property is concerned, and which apparently does require the application of engineering principles.

(6) "Original seal or stamp" means a rubber stamp or embossing seal meeting the design requirements established in Section 5 of this administrative regulation.
(7) "Original signature" means the handwritten name of a person applied to a document that identifies the person, serves as a means of authentication of the contents of the document, provides responsibility for the creation of the document and provides for accountability for the contents of the documents.
(8) "Signature" means either original signature or digital signature.

Section 2.

(1) If a document will be presented to a client or to a public or governmental entity, at least one (1) copy shall bear the licensee's original seal or stamp, original signature, and date.
(2) Any other copy of the document may contain a facsimile of the licensee's stamp, signature, and date applied manually by the use of stamps or by the use of a computer and printer or plotter.

Section 3. A digital signature shall be permitted in place of an original seal, signature, and date if:

(1) The digital signature is a unique identification of the licensee;
(2) The digital signature is verifiable;
(3) The digital signature is under the licensee's direct and exclusive control;
(4) The digital signature is linked to the electronic document in a manner that causes changes to be easily determined and visually displayed if any data in the electronic document file is changed subsequent to the digital signature having been affixed to the electronic document;
(5) An attempt to change the electronic document after the digital signature is affixed shall cause the digital signature to be removed or altered significantly enough to invalidate the digital signature; and
(6) In the case of an electronic document to be electronically transmitted, the electronic document is converted to a read-only format.

Section 4.

(1) A licensee may electronically transmit an electronic document without affixing a digital signature if there is inserted the following language in lieu of an image of a seal or stamp, signature, and date: "This shall not be considered a certified document."
(2) This language shall not be required for a document electronically transmitted to a commercial printer or blueprint service for the purpose of reproducing documents or to the licensee's employer or employees.

Section 5. Approved Stamps and Seals. The stamps and seals used by a licensee shall be similar in design and conform to the size restrictions established in Approved Stamps and Seals, 1999.

Kentucky

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Architecture

Kentucky Board of Architects – https://boa.ky.gov/Pages/default.aspx

The Kentucky Board of Architects is governed by the Kentucky Revised Statutes – Title XXVI, Occupations and Professions – Chapter 323.
See, KRS § 323.010 *et. seq.* – https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=38849

Board of Architects Administrative Regulations – 201 KAR 19:005 *et seq.* – https://apps.legislature.ky.gov/law/kar/titles/201/019/

Responsible Charge:

Pursuant to KRS § 323.010(3), the "practice of architecture" is the rendering or offering to render certain services, hereinafter described, in connection with the design and construction of a structure or group of structures which have as their principal purpose human habitation or use, and the utilization of space within and surrounding such structures. The services referred to in the previous sentence include planning, providing preliminary studies, designs, drawings and specifications, and administration of construction contracts.
Subsection (4) defines a "building" as a structure which has as its principal purpose human habitation or use.

Subsection (7) provides that "Administration of construction contracts" means:
(a) Conducting periodic site visits;
(b) Reviewing shop drawings and reviewing other submittals required of the contractor by the terms of the construction contract documents;
(c) Reporting to the owner any violations of applicable building codes and any substantial deviations from the contract documents that the architect observes; or
(d) Reporting to the building official any violations of applicable building codes that the architect observes.

Stamping and Sealing:

Architect's Seal required – Use, KRS § 323.095

(1) Each architect licensed for practice within the Commonwealth shall obtain a seal of the design prescribed in administrative regulations promulgated by the board.
(2) Use of the seal in an electronic transaction shall be conducted in accordance with administrative regulations promulgated by the board under KRS 323.210(5).
(3) All working drawings, specifications, and reports prepared by, or under the supervision of the individual, partnership, or firm, shall be imprinted with this seal.
(4) No architect shall sign, affix, or imprint his seal to any drawings, specifications, or reports which have not been prepared by him personally or under his immediate supervision.
(5)

201 KAR 19:265. Individual seals; office titles:

Section 1. Individual Seals Required. Each architect registered for practice within the Commonwealth of Kentucky shall sign, date, and imprint with the architect's seal all documents prepared by the architect or under architect's supervision and shall secure and use for this purpose a seal of the following design.
(1) Two (2) concentric circles;
  (a) The outer circle to be one and nine-sixteenths (1 9/16) inches in diameter and the inner circle to one (1) inch in diameter.
  (b) The upper portion of the annular space between the two (2) circles shall bear the name of the registrant.
  (c) The lower portion of the annular space shall bear the word "Architect."
  (d) The space enclosed by the inner circle shall be divided into an upper and lower half.
    1. The upper portion shall consist of three (3) lines, the word "Registered," then the abbreviation "No.," and then the number of the certificate of the registrant.
    2. The lower portion shall contain, in three (3) lines, the words "Commonwealth of Kentucky."
(2) It shall be permissible to combine the names and registration numbers of two (2) or more registered architects from the same office on one (1) seal. The names of any persons who are not registered architects on any such combination shall not be permitted.
(3) It shall be made clear, by proper use of seal that only those who are licensed architects in Kentucky are in charge and fully responsible for the work involved.
(4) Examples of permissible seals may be found in the Sample Forms of the Prescribed Seal that contains examples of three (3) versions of the prescribed seal sample, including a partnership, an individual, and a firm version.

Kentucky

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Land Surveying

Kentucky Board of Engineers & Land Surveyors – https://kyboels.ky.gov/Pages/default.aspx

Kentucky Revised Statutes – Chapter 322 Professional Engineers and Land Surveyors (see KRS 322.010 *et seq*.) https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=38843

Board of Engineers & Land Surveyors Administrative Regulations – 201 KAR 18:180 *et seq.* https://apps.legislature.ky.gov/law/kar/titles/201/018/180/

Responsible Charge:

According to Kentucky Revised Statute § 322.010(13) "responsible charge of land surveying" means direct control of land surveying, or teaching experience with the rank equivalent to assistant professor or higher in a board-approved land surveying program.

Subsection (10)(a) provides that land surveying shall include but not be limited to the following:

1. Measuring and locating, establishing, or reestablishing lines, angles, elevations, natural and man-made features in the air, on the surface and immediate subsurface of the earth, within underground workings, and on the beds or surfaces of bodies of water involving the:
   a. Determination or establishment of the facts of size, shape, topography, and acreage;
   b. Establishment of photogrammetric and geodetic control that is published and used for the determination, monumentation, or description of property boundaries;
   c. Subdivision, division, and consolidation of lands;
   d. Measurement of existing improvements, including condominiums, after construction and the preparation of plans depicting existing improvements, if the improvements are shown in relation to property boundaries;
   e. Layout of proposed improvements, if those improvements are to be referenced to property boundaries;
   f. Preparation of subdivision record plats;
   g. Determination of existing grades and elevations of roads and land;
   h. Creation and perpetuation of alignments related to maps, record plats, field note records, reports, property descriptions, and plans and drawings that represent them; and
   i. Certification of documents.

Stamping and Sealing:

Kentucky Revised Statute § 322.340 provides the following regulations concerning the professional land surveyor's seal:

(1) Each . . . professional land surveyor shall, upon licensure, obtain a seal or stamp of the design authorized by the board, bearing his or her name, license number, and the words "Licensed Professional Land Surveyor."
(2) Use of the stamp, seal, or signature in an electronic transaction shall be conducted in accordance with administrative regulations promulgated by the board under KRS 322.290(13).
(3) The seal or stamp, signature, and the date shall be used to provide certification for all reports, specifications, drawings, and plans, if presented to a client or any public or governmental agency. Reproduction of original signatures shall be adequate to meet the requirements of this subsection.
(4) The seal or stamp and signature shall be used by licensees only if the work being stamped was under the licensee's complete direction and control.
(5) Every survey plat and physical description prepared by a professional land surveyor and submitted to a client or any public or governmental agency shall display the certification by the professional land surveyor under whose supervision the plat or description was prepared.
(6) It shall be unlawful for a licensee to affix, or permit to be affixed, his or her seal, stamp, or signature to any document described in subsection (3) or (5) of this section:
   (a) After the expiration of a license; or
   (b) For the purpose of aiding or abetting any other person to evade or attempt to evade any provisions of this chapter.

201 KAR 18:104. Seals and signatures.

Section 1.

Definitions.

(1) "Digital signature" means a signature generated electronically:
   (a) With an authentication process attached to or logically associated with an electronic document; and
   (b) That carries the same weight, authority, and effect as an original signature.
(2) "Document" means a report, specification, drawing, plan, or plat in physical form pertaining to engineering or land surveying that requires certification by application of a seal or stamp, a signature, and a date.
(3) "Electronic document" means an electronic data file capable of being viewed by use of a computer and video monitor or converted into a document by use of a computer and printer or plotter.
(4) "Electronic transmission" means the transmission of electronic data files from one (1) computer to another and includes the manual delivery of electronic data storage media from one (1) person or entity to another.
(5) "Licensee" means a person licensed as a professional engineer or professional land surveyor pursuant to KRS Chapter 322.
(6) "Original seal or stamp" means a rubber stamp or embossing seal meeting the design requirements established in Section 5 of this administrative regulation.

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2. The negotiation or solicitation of land surveying services on any project in this state, regardless of whether the persons engaged in the practice of land surveying:
   a. Are residents of this state;
   b. Have their principal office or place of business in this state; or
   c. Are in responsible charge of the land surveying services or work performed; and
3. The preparation of survey descriptions for use in legal instruments affecting real property or property rights. “Land surveying” does not include the preparation of a physical description that identifies and describes the tract, parcel, or lot by reference to the tract, parcel, lot, block, or unit number of any subdivision, or other summary identifier appearing on a properly recorded plat of record, or by reference to a deed of record.

Section (b) provides that “land surveying” shall not include:

1. The measurement of crops or agricultural land area under any agricultural program sponsored by an agency of the federal government or the state of Kentucky;
2. The services of a professional engineer who engages in the practice of land surveying incident to the practice of engineering, if the land surveying work does not relate to the location or determination of land boundaries; or
3. The design of grades and elevations of roads and land.

KRS 322.010(16) provides that “certification” means affixing a seal or stamp, signature, and date by a professional engineer or professional land surveyor to represent that the services or work addressed therein was performed by that professional engineer or professional land surveyor according to his or her knowledge, information, and belief, and that it was completed in accordance with applicable standards of practice. “Certification” shall not mean a guaranty or warranty, either express or implied.

(7) "Original signature" means the handwritten name of a person applied to a document that identifies the person, serves as a means of authentication of the contents of the document, provides responsibility for the creation of the document and provides for accountability for the contents of the documents.
(8) "Signature" means either original signature or digital signature.

Section 2.
(1) If a document will be presented to a client or to a public or governmental entity, at least one (1) copy shall bear the licensee's original seal or stamp, original signature, and date.
(2) Any other copy of the document may contain a facsimile of the licensee's stamp, signature, and date applied manually by the use of stamps or by the use of a computer and printer or plotter.

Section 3.
A digital signature shall be permitted in place of an original seal, signature, and date if:
(1) The digital signature is a unique identification of the licensee;
(2) The digital signature is verifiable;
(3) The digital signature is under the licensee's direct and exclusive control;
(4) The digital signature is linked to the electronic document in a manner that causes changes to be easily determined and visually displayed if any data in the electronic document file is changed subsequent to the digital signature having been affixed to the electronic document;
(5) An attempt to change the electronic document after the digital signature is affixed shall cause the digital signature to be removed or altered significantly enough to invalidate the digital signature; and
(6) In the case of an electronic document to be electronically transmitted, the electronic document is converted to a read-only format.

Section 4.
(1) A licensee may electronically transmit an electronic document without affixing a digital signature if there is inserted the following language in lieu of an image of a seal or stamp, signature, and date: "This shall not be considered a certified document."
(2) This language shall not be required for a document electronically transmitted to a commercial printer or blueprint service for the purpose of reproducing documents or to the licensee's employer or employees.

Section 5. Approved Stamps and Seals. The stamps and seals used by a licensee shall be similar in design and conform to the size restrictions established in Approved Stamps and Seals, 1999.
Section 6. Incorporation by Reference.
(1) “Approved Stamps and Seals,” 1999 is incorporated by reference.
(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Board of Licensure for Professional Engineers and Land Surveyors, 160 Democrate Drive, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

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Engineering and Land Surveying

Engineering and land surveying seals are (with the exception of as-built documents) governed by the same statutes and rules and are addressed together in this section.

Louisiana Professional Engineering and Land Surveying Board – https://www.lapels.com/

Professional Statutes – Louisiana Revised Statutes – Title 37. Professions and Occupations – Chapter 8. Professional Engineering and Professional Surveying

Professional Rules – Louisiana Administrative Code – Title 46. Professional and Occupational Standards – Part LXI. Professional Engineers and Land Surveyors

The full text of the statutes and rules are available on the Louisiana Professional Engineering and Land Surveying Board's website at https://www.lapels.com/LawsRules.html

Responsible Charge:

Louisiana Revised Statutes

Louisiana Revised Statute § 37:682(15) defines "responsible charge" as the direct control and personal supervision of engineering or land surveying service or work.

Rules - Louisiana Administrative Code, Title 46, Part LXI

§ 2505(C): . . . Responsible charge requires a licensee or employee to carry out all client contacts, provide internal and external financial control, oversee employee training, and exercise control and supervision overall job requirements to include research, planning, design, field supervision and work product review.

§ 2701.A.3.b. Responsible Charge:

i. Documents will be deemed to have been prepared under the responsible charge of a licensee only when:
   (a) the client or any public or governmental agency requesting preparation of such documents makes the request directly to the licensee or the licensee's employee as long as the employee works in the licensee's place(s) of business;

Stamping and Sealing:

Louisiana Revised Statutes

§ 37:696(B): The board shall adopt rules and regulations providing for and governing the use of seals and stamps.

Rules - Louisiana Administrative Code, Title 46, Part LXI

Summary

- Licensees are required to seal, sign, and date all documents issued as completed work.
- A licensee shall not seal documents developed by others not under the licensee's responsible charge. The rules include enumerated exceptions for certain documents prepared by others that the licensee reviews, revises as necessary, and assumes responsibility for. The rules require specific disclosures for most of the exceptions. For a list of the exceptions and the requirements for each, see La. Admin. Code, Title 46, Part LXI, § 2701(A)(3)(b).
- Preliminary documents are not required to be sealed, but must bear the name and license number of the licensee, and the name of the licensee's firm, if applicable. Preliminary documents must be marked in large bold letters with one or more enumerated disclaimers (see § 2701(A)(4)(b) reproduced below).
- Work on the following projects is not required to be sealed (for the full text of the exceptions, see § 2701(A)(4)(c)):
  - Sewage facilities, water facilities, and individual/private water wells not exceeding a specified capacity; and
  - Standard plans and special details prepared by the Department of Transportation and Development and signed and dated by the agency's chief engineer for use on the agency's projects.

Below are excerpts of the general rules related to seals.

§ 2503 Licensees:

C. Licensees shall approve and seal only those design documents and surveys which are safe for public health, property, and welfare, which are complete and accurate, which are in conformity with accepted engineering and land surveying standards or practice, and which conform to applicable laws and ordinances.
   1. Licensees shall comply fully with Chapter 27 (Use of Seals).
   2. Except as permitted by §2701.A.3.b.ii.(a), licensees shall not seal the work of or take the professional responsibility for any documents related to engineering or land surveying not performed by the licensee or under the licensee's responsible charge.
   3. Licensees shall not accept the responsibility for, nor review, revise, sign, or seal documents when such documents are begun by persons not properly licensed; or do any other act to enable anyone to evade the requirements of the licensure law.

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(b) the licensee supervises the initial preparation of the documents and has continued input into their preparation prior to their completion;
(c) the licensee reviews the final documents; and
(d) the licensee has the authority to, and does make any necessary and appropriate changes to the final documents:
(i) if the documents are prepared outside the licensee's office, the licensee shall maintain all evidence of the licensee's responsible charge including correspondence, time records, check prints, telephone logs, site visit logs, research done for project, calculations, changes, and all written agreements with any persons preparing the documents outside of the licensee's office;
(ii) a licensee failing to maintain written documentation of the items set forth above, when such are applicable, shall be considered to be in violation of R.S. 37:698(A)(6), and the licensee shall be subject to the disciplinary action procedure as set forth in the licensure law.

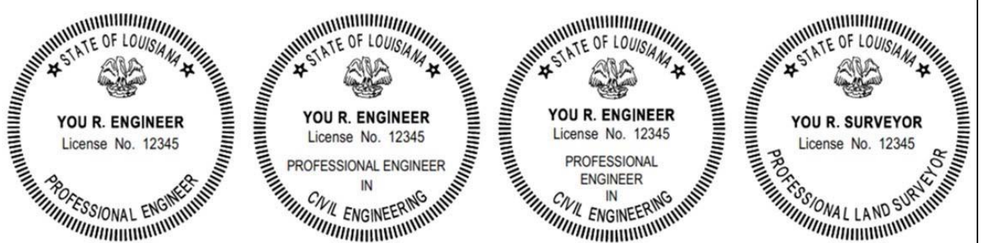
§ 2505 Services:

C. Licensees shall not affix their signatures or seals to any plans or documents dealing with subject matters in which they lack competence, nor to any such document not prepared under their responsible charge. . . . Licensees may affix their seal, signature and date to documents depicting the work of two or more licensees or other related design professionals provided that a note under the seal designates the specific subject matter for which each is responsible.

D. Licensees may accept an assignment outside of their areas of competence to the extent that their services are restricted to those phases of the project in which they are qualified, and to the extent that they are satisfied that all other phases of such project will be performed or supervised by other licensees, in which case they may then seal, sign and date the documents for the whole project.

§2701. Seal and Signature

A. The following rules for the use of seals to identify work performed by a professional engineer or professional land surveyor shall be binding on every licensee.
1. Seal Possession
a. Each professional engineer or professional land surveyor, upon licensure, shall obtain an official seal.
b. Firms are not authorized to possess or use seals.
c. In the case of a temporary permit issued to a licensee of another state, territory, or possession of the United States, or the District of Columbia, the licensee shall affix the seal of his/her jurisdiction of licensure, his/her signature, the date of execution, and his/her Louisiana temporary permit number to all of his/her work.
2. Seal Design and Signature Requirements
a. The design of the seal shall have the following minimum information:
i. "State of Louisiana";
ii. licensee's name;
iii. license number;
iv. contain the words "Professional Engineer" or "Professional Engineer in_____Engineering," or "Professional Land Surveyor."
Seals issued prior to promulgation of these rules may use the word "registered" in lieu of "licensed". If a seal is replaced, the new seal shall use the word "license" in lieu of "registered".
b. Indicated [at right] is a sample of the seal design authorized by the board.
c. Seals of two sizes are acceptable:
i. 1-5/8 inch seal commonly used in pocket seals; and
ii. 2-inch seal commonly used in desk seals.
d. Rubber seals of the same design and size are acceptable for use.



e. Computer generated seals of the same design and size may be used.
f. A seal must always be accompanied by the licensee's signature and date. The signature and date must be placed adjacent to or across the seal.
3. Seal Responsibility
a. The application of the licensee's seal, signature, and date shall constitute certification that the work thereon was done by the licensee or under his/her responsible charge. The licensee shall be personally and professionally responsible and accountable for the care, custody, control and use of his/her seal, professional signature and identification. A seal which has been lost, misplaced or stolen shall, upon discovery of its loss, be reported immediately to the board by the licensee. The board may invalidate the license number of said licensee, if it deems this necessary, and issue another license number to the licensee.

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b. Responsible Charge

* * *

ii. No licensee shall affix his/her seal or signature to documents developed by others not under his/her responsible charge, except [certain numerated exceptions - see summary above and full text of the rule].

4. Seal Use
a. Completed Work
i. Professional engineers shall affix their seal, sign their name, and place the date of execution on all engineering documents that have been issued by them to a client or any public or governmental agency as completed work.
(a) In the case of an individual who has been granted a temporary permit to practice engineering in Louisiana, the individual shall affix the seal from his/her jurisdiction of licensure, his/her signature, the date of execution, and his/her Louisiana temporary permit number to the completed work.
ii. Professional land surveyors shall affix their seal, sign their name, and place the effective date on all land surveying documents that have been issued by them to a client or any public or governmental agency as completed work. For purposes of this § 2701.A.4.a.ii, *effective date* is defined as the date the professional land surveyor certifies that the land surveying document represents his/her work.
iii. Drawings and Plats
(a) In the case of multiple sealings, the first sheet or title page of each document shall be sealed, signed and dated by the licensee(s) in responsible charge of the whole project. In addition, each other sheet shall be sealed, signed and dated by the licensee(s) in responsible charge of the work on that sheet.
iv. Specifications, Reports, Design Calculations and Information
(a) In the case of specifications, reports, design calculations and information of multiple pages, the first sheet or title page of each document shall be sealed, signed and dated by the licensee(s) in responsible charge of the whole project.
v. Compiled As-Built Record Drawings
(a) The preparation of compiled engineering as-built record drawings is not considered to be the practice of engineering and such drawings are not required to be sealed or signed by a professional engineer. If the professional engineer was in responsible charge of the original underlying engineering work, he/she should (in lieu of a seal) include on the title page of the compiled engineering as-built record drawings a disclaimer (with date) which incorporates the following:

> These compiled engineering as-built record drawings are a compilation of a copy of the original sealed engineering design drawings for this project, modified by addenda, change orders and information furnished by the contractor or others associated with the construction of the project. The information shown on these compiled engineering as-built record drawings that was provided by the contractor and/or others cannot be verified for accuracy or completeness. The compilation of this information does not relieve the contractor or others of responsibility for errors resulting from incorrect, incomplete or omitted data on their as-built record drawings - nor does it relieve them of responsibility for non-conformance with the original contract documents. The original sealed engineering drawings are on file in the offices of (name of professional engineer).

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(b) The preparation of compiled land surveying as-built record drawings is considered to be the practice of land surveying, and such drawings are required to be sealed, signed and dated by a professional land surveyor. Compiled land surveying as-built record drawings must also contain notes identifying the sources of the data and a disclaimer stating whether or not the professional land surveyor has verified the data.

b. Preliminary Work

i. All preliminary documents shall be marked in large bold letters with one or more of the following statements:

(a) "Preliminary - Not For Construction";
(b) "Preliminary - For Permit Purposes Only";
(c) "Preliminary - For Review Only"; or
(d) "Preliminary - Not For Recordation, Conveyances or Sales".

ii. Preliminary documents are not required to have the licensee's seal, signature and date affixed, but must bear the name and license number of the licensee, and the name of the licensee's firm, if applicable.

* * *

5. Electronic Transmission

a. Documents which require a seal may be transmitted electronically provided the seal, signature and date of the licensee are transmitted in a secure mode that precludes the seal, signature and date being reproduced or modified.

b. Originally-sealed documents which no longer require a seal may be transmitted electronically but shall have the seal removed before transmitting and shall have the following inserted in lieu of the seal, signature and date.

"This document was originally issued and sealed by (name of licensee and license number) on (date of sealing). This document should not be considered a completed work."

Architecture

Louisiana State Board of Architectural Examiners – https://lsbae.com
Professional Statutes – Louisiana Revised Statutes – Title 37. Professions and Occupations, Chapter 3. Architects
Professional Rules – Louisiana Administrative Code – Title 46. Professional and Occupational Standards, Part I. Architects
Statutes and rules are available on the board's website at https://lsbae.com/consumer-info/laws-rules/

Responsible Charge:

Rules - Louisiana Administrative Code, Title 46, Part I
§ 1313.

A. 1. Specifications, drawings, or other related documents will be deemed to have been prepared either by the architect or under the architect's responsible supervision only when:

a. the client requesting preparation of such plans, specifications, drawings, reports or other documents makes the request directly to the architect, or the architect's employee as long as the employee works in the architect's office;

b. the architect personally controls the preparation of the plans, specifications, drawings, reports or other documents and has input into their preparation prior to their completion;

c. if the plans, specifications, drawings, reports, or other such documents are prepared outside the architect's office, the architect shall maintain evidence of the architect's

Stamping and Sealing:

Louisiana Revised Statutes § 37:152:

A.(2) Every registered architect shall have a seal or stamp. This shall contain his name, the words "Registered Architect, State of Louisiana," and the architect's license number. All contract drawings and specifications issued by the architect for use in this state shall be stamped or sealed. The removal of an architect's seal or stamp, and/or use of an architect's plans, unless otherwise provided by law or by written approval of the architect, shall be a violation of this Chapter and shall be subject to the penalties delineated in R.S. 37:154(B).

B. Except in the cases contemplated by R.S. 38:2317 (relating to ownership of construction documents resulting from professional services paid for by a public entity), no architect shall affix his seal or stamp or permit it to be affixed to any specification, drawing, or other related document which was not prepared either by him or under his responsible supervision. In those cases contemplated by R.S. 38:2317, the design professional reviewing state-owned plans, designs, specifications, or other construction documents shall remove the stamp or seal of the original

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responsible control including correspondence, time records, check prints, telephone logs, site visit logs, research done for the project, calculations, changes, and written agreements with any persons preparing the documents outside of the architect's offices accepting professional responsibility for such work;

d. the architect reviews the final plans, specifications, drawings, reports or other documents; and

e. the architect has the authority to, and does, make necessary and appropriate changes to the final plans, specifications, drawings, reports or other documents.

* * *

B. 1. Nothing precludes the use of prototypical documents provided the architect:

a. has written permission to revise and adapt the prototypical documents from the person who either sealed the prototypical documents or is the legal owner of the prototypical documents;

b. reviewed the prototypical documents and made necessary revisions to bring the design documents into compliance with applicable codes, regulations, and job specific requirements;

c. independently performed and maintains on file necessary calculations;

d. after reviewing, analyzing, and making revisions and/or additions, issued the documents with his/her title block and seal (by applying his/her seal, the architect assumes professional responsibility as the architect of record); and

e. maintained design control over the use of site adapted documents just as if they were his/her original design.

* * *

§§ 1701-1703

Architectural services rendered on behalf of a professional architectural corporation must be performed by or under the responsible supervision of one or more natural person(s) duly licensed to practice architecture in Louisiana. Performing or directly supervising the performance of all architectural services shall mean unrestricted, unchecked, and unqualified command of, and legal accountability for, the architectural services performed. Specifications, drawings, or other related documents will be deemed to have been prepared by the architect or under the architect's direct supervision only when the requirements of § 1313 of this Part are fully satisfied.

The architects licensed in this state who perform or directly supervise the performance of architectural services on behalf of a professional architectural corporation are responsible to the board for all of the acts and conduct of such corporation.

The specific requirements for supervising architects for various entity types can be found in La. Admin. Code, Title 46, Part I, §§ 1701-03.

architect and shall affix his stamp or seal to those documents that he has reviewed and approved for reuse. The design professional affixing his stamp or seal to documents approved for reuse shall assume all responsibilities for the documents which bear his stamp or seal. No architect shall use his seal or stamp or do any other act as an architect unless he is at the time duly registered.

Rules - Louisiana Administrative Code, Title 46, Part I

§ 1303. Architect's Seal or Stamp

A. The seal or stamp of the architect shall contain the name of the architect, the architect's license number, and the words "Registered Architect, State of Louisiana."

B. The architect's seal or stamp shall be circular in shape and measure approximately 1 3/4" in diameter. In addition to the words set forth in the preceding paragraph, it shall contain the state emblem. For purposes of this rule, the state emblem is the pelican.

C. Rubber seals and computer-generated seals are acceptable.

§ 1305. Placing of Seal or Stamp

A. An architect shall affix his or her seal or stamp to all contract drawings and specifications requiring the services of an architect which were prepared by the architect or under the architect's responsible supervision. Contract drawings and specifications prepared by a consulting electrical, mechanical, structural, or other engineer shall be sealed or stamped only by the consulting engineer. Contract drawings and specifications within the meaning of this rule include construction documents prepared for bidding or for receipt of proposals, as well as such documents submitted for permitting.

B. An architect shall clearly identify the specification sections prepared by that architect or under that architect's responsible supervision and distinguish such sections from those prepared by consulting engineers. An architect shall affix his or her seal or stamp either to:

1. each specification section, page, or sheet prepared by or under the responsible supervision of the architect; or

2. the appropriate portion of any seals/stamp page in the specification document which identifies the specification sections prepared by the architect or under his or her responsible supervision and those sections prepared by consulting engineers. Consulting engineers shall affix their seal or stamp either to each specification section, page, or sheet prepared by that consultant, or to that portion of any seals/stamp page which identifies the specification sections prepared by that consultant.

C. If a public or governmental agency requires further certification by the architect (such as that the title or index page of the specifications be certified by the architect), the architect's further certification shall include a description of exactly what drawings and what portions or sections of the specifications were prepared by or under the architect's responsible supervision, and what drawings and what portions or sections of the specifications were prepared by others. In addition, the architect shall include a certification from any consulting engineers as to what drawings and what portions or sections of the specifications were prepared by or under the responsible supervision of the consulting engineers.

Maine

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Engineering

Maine State Board of Licensure for Professional Engineers – http://www.maine.gov/professionalengineers/
Maine Revised Statutes – Title 32 – Chapter 19 – Engineers – http://www.mainelegislature.org/legis/statutes/32/title32ch19sec0.html
Link to Maine Laws (Subchapter 2) and Rules (Rule 02-233, Chapters 1-6) – http://www.maine.gov/professionalengineers/laws_rules/index.html

Responsible Charge:

Maine Regulations 02-322, Chapter 2, § 9 provides:

7. Any licensed Professional Engineer may apply a seal on any plans, specifications, reports or calculations, **provided such documents are prepared or reviewed personally by or under the supervision of that licensed Professional Engineer**. By affixing his or her seal to any professional engineering document the licensed Professional Engineer takes full legal responsibility for it, regardless of whether the Professional Engineer receives any compensation.
8. Licensees may accept assignments for coordination of an entire project, provided that each design segment is signed and sealed by the licensed professional responsible for preparation of that design segment.
9. Where plans, specifications, reports or calculations are bound together, the application of the seal on the first sheet or page is considered sufficient if the intent is to cover the entire document, otherwise the first sheet must also include a statement of the number of sheets covered by each Licensee's seal.

Stamping and Sealing:

Maine Revised Statutes Title 32, §1355 provides:

Each licensee upon licensure may obtain a seal of the design authorized by the board, bearing the licensee's name and the legend "licensed professional engineer." **Plans, specifications, plats and reports issued by a licensee must be stamped with the seal**, as prescribed in the rules of the board, during the life of the licensee's license, but it is unlawful for anyone to stamp or seal any document with the seal after the license of the licensee named thereon has expired or has been revoked, unless the license has been renewed or reissued.

Approved seal per Board of Licensure for Professional Engineers:

The Approved Seal is 1-3/4 inches in diameter, known as Size #1. In addition to indicating the State of Maine, the seal should bear the licensee's name, license number, and the legend "licensed professional engineer." As shown in the image [at right], it is preferred that the lettering be in all caps, so that the seal remains clear to read even after image transfer. The license number must be present and may be designated by any term likely to indicate to an observer that it is the license number (e.g. License Number, No., #, etc.). Given that license numbers are becoming longer, and are the only number present on the seal, it is not required that any designation be present with the license number. http://www.maine.gov/professionalengineers/licensure/seal.html

Maine Regulations 02-322, Chapter 2, § 9 provides:

5. A seal shall be applied, signed and dated, including hardcopy or electronic versions, in the following cases:
   A. On all professional engineering plans, specifications, reports, or calculations prepared by or under the direction of the responsible licensed Professional Engineer;
   B. On all professional engineering plans, specifications, reports or calculations formally filed or offered for filing with any public body or agency; and
   C. On all professional engineering plans, specifications, reports or calculations formally submitted to contractors for bids or estimates, or when released for construction.
6. A seal need not be applied in the following cases:
   A. On any professional engineering plans, specifications, reports or calculations which are prepared and clearly identified as "PRELIMINARY," "PROGRESS," or the like;
   B. On individual specification sections which are part of an integrated document assembled and sealed by another licensed engineer or licensed architect;
   C. On electronic files (such as CAD files) submitted as a deliverable to a client, IF the Licensee affixes a statement specifying the original date of issue and sealing, such as the following: "This document was originally issued and sealed by (Licensee Name, PE License #), on (Date of original sealing)"; or
   D. On administrative correspondence.

Maine

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Architecture

Maine Board of Licensure for Architects, Landscape Architects, and Interior Designers – http://www.maine.gov/pfr/professionallicensing/professions/architects/index.html
Maine Revised Statutes – Title 32 – Chapter 3A – Architects, Landscape Architects, and Interior Designers – http://www.mainelegislature.org/legis/statutes/32/title32ch3-Asec0.html
Link to Maine Laws (Subchapter 3A) and Rules (Rule 02-288, Chapters 10-19) – http://www.maine.gov/pfr/professionallicensing/professions/architects/laws.html

Responsible Charge:

Note that Maine statutes and regulations do not use the term "responsible charge" in connection with architects' sealing requirements. Maine Regulations 02-288, Chapter 17 provides in relevant part:

6. Sealing of Technical Submissions Prepared in the Absence of Direct Knowledge/Involvement and Control of an Architect or Landscape Architect

An architect or landscape architect may not seal technical submissions that were prepared in fact by another person unless:

1. **Prototypical Building Documents**

   A. The technical submissions are prototypical building documents; and

   B. The sealing architect or landscape architect has reviewed the work of the other person and has integrated such work into the licensee's own technical submissions; or

2. **Non-Prototypical Building Documents**

   The sealing architect or landscape architect has:

   A. Familiarized him/herself with the client's goals through meetings, telephone calls or program documents prior to his/her further preparation of technical submissions;

   B. (1) Coordinated preparation of the technical submissions;

   (2) Had significant and controlling personal involvement in the technical submissions; or

   (3) Integrated the work into the licensee's own technical submissions; and

   C. Thoroughly reviewed the technical submissions upon completion.

   A review (or review and correction) of completed technical submissions by a licensee who has not complied with subparagraph (1), (2) or (3) above does not meet the requirements of this subsection.

This section does not apply to technical submissions prepared by an architect or landscape architect in practice with or previously employed by the same firm as the sealing architect or landscape architect, or where a former client of the architect or landscape architect who prepared technical submissions has made a bona fide decision to obtain further professional services from the sealing architect or landscape architect.

Stamping and Sealing:

Maine Revised Statutes Title 32, § 225 require stamping of "technical submissions" (which are not defined in the Maine statutes) as follows:

Each licensed architect or landscape architect shall upon licensure obtain a seal of such design as the board authorizes and directs. **Technical submissions prepared by or under the direct supervision of a licensed architect or under the direct supervision of a licensed landscape architect must be stamped with the seal during the life of the licensee's license**. It is unlawful for anyone to stamp or seal any documents with the seal after the license named on the seal has expired or has been revoked, unless the license has been renewed or reissued.

As used in this section, "direct supervision of a technical submission" means that the supervising licensee has personal knowledge of the technical submission and direct knowledge of involvement with and control over preparation of the technical submission, provided that persons consulting with or employed by the licensee who are licensed in this State under any other provision of law may provide direct supervision of portions of the technical submission. Those portions are determined to be under the direct supervision of the licensee if the licensee has reviewed those portions, coordinated their preparation and is responsible for their adequacy.

Stamp Configuration:

The approved seal is 1-¾" in diameter (Size #1) and must state "Licensed Architect," "State of Maine," the licensee's name, and the license number. An example is shown at right.

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Land Surveyors

Maine Board of Licensure for Professional Land Surveyors – http://www.maine.gov/pfr/professionallicensing/professions/surveyors/index.html
Maine Revised Statutes – Title 32 – Chapter 141 – Professional Land Surveyors – http://www.mainelegislature.org/legis/statutes/32/title32ch141sec0.html
Link to Maine Laws (Chapter 141) and Rules (Rule 02-360) – http://www.maine.gov/pfr/professionallicensing/professions/surveyors/laws.html

Responsible Charge:

According to Maine statute, "responsible charge" means direct control and personal supervision of land surveying. 32 M.R.S.A. §18201(8).

Maine Regulations 02-360, Chapter 90, §2 provides:

A licensee shall not sign or seal any plans or documents dealing with subject matter in which the licensee lacks competence, or any plan or document not prepared under the licensee's **direct control and personal supervision**. A licensee may, however, sign and seal one or more aspects of an overall project, provided that the aspect for which the licensee assumes responsibility is clearly stated on the plan or document.

Stamping and Sealing:

Maine Revised Statutes Title 32, § 18226 provides:

A. All **final documents**, including plans, descriptions, reports, maps, plats or other drawings must be signed and sealed by the issuing professional land surveyor, as prescribed in the rules of the board.

B. If an item bearing the seal of a professional land surveyor is altered, the altering professional land surveyor's seal and signature must be affixed with the notation "altered by," the date and a specific description of the alteration.

C. An official of this State, or of any city, county, town or village in the State, charged with the enforcement of laws, rules, ordinances or regulations may not accept or approve any plans or other documents prepared within the meaning and intent of this chapter that are not sealed and signed by the professional land surveyor under whose responsible charge they were completed.

Maine Regulations 02-360, Chapter 50, §6 adds the following additional details:

A professional land surveyor shall (a) sign and (b) seal and/or emboss every final document, including but not limited to plans, descriptions, reports, maps, plats and other drawings, with a circular seal having an outside diameter of not less than 1½ inches. The seal shall plainly set forth the following information:

1. The surveyor's full name.
2. The surveyor's license number.
3. The words "State of Maine" and "Professional Land Surveyor."

An example is shown at right.

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Engineering

Maryland Board for Professional Engineers – https://www.dllr.state.md.us/license/pe/
Maryland Code, Business Occupations and Professions Article, Title 14
Code of Maryland Regulations ("COMAR") Title 9, Subtitle 23

Responsible Charge:

By statute, all "engineering documents prepared in connection with the alteration, construction, design, or repair of a building, structure, building engineering system and its components, machine, equipment, process, works, subsystem, project, public or private utility, or facility in the built or economic environment, including an engineering document prepared at the request of the State or a political subdivision of the State, where the skills of a professional engineer are required" must be signed, sealed, and dated by the professional engineer who "***prepared*** or ***approved***" the documents." Md. Code Ann., Bus. Occ. & Prof. § 14-103. The signature, date, and seal on any such plan, specification, or report must be affixed before the document is either: (1) issued to a client; or (2) submitted to a public authority. *Id*. at § 14-4A-02(a).

The term "***prepared***" under the engineering sealing statute, as interpreted by the Maryland Board for Professional Engineers, means "personally prepared." COMAR 09.23.03.09A(2)(a).

The term "***approved***" under the statute means that the professional engineer both: (1) "[h]ad technical knowledge and responsible control over the content of technical submissions during their preparation"; and (2) "performed substantive review and had authority to make revisions with regard to the preparation of submissions described in this regulation." COMAR 09.23.03.09B.

Under the regulations, however, a professional engineer may take on, and ultimately seal, work performed by another professional engineer for the purposes of completing, correcting, revising, or adding to the work, provided that three requirements are met: (1) that the second professional engineer's client provides the documentation of the work submitted to the client by the first professional engineer; (2) that the first professional engineer, if still in the business of providing engineering services, is notified in writing about the engagement immediately upon the acceptance of the engagement; and (3) that the second professional engineer signs, seals, and is responsible for the completions, corrections, revisions, or additions made. COMAR 09.23.03.09C.

Stamping and Sealing:

Each professional engineer may obtain a seal for use in signing and sealing documents. *See* Md. Code Ann., Bus. Occ. & Prof. § 14-4A-01; COMAR 09.23.01.03. The seal may be an impression seal or rubber stamp facsimile, and it bears the Great Seal of Maryland, surrounded by the words "State of Maryland" and "Professional Engineer" and the engineer's name and license number. *See* COMAR 09.23.01.03. While not reflected in the text of the regulation, the Maryland Board for Professional Engineers also allows an engineer to use a digital seal.
See https://www.dllr.state.md.us/license/pe/peseal.shtml.

The signature of the architect on a document required to be signed and sealed may either be in ink or an electronic signature. COMAR 09.21.03.09E(1). If the architect signs the document electronically, the architect's digital signature must: (1) contain an identification unique to the architect; (2) be under the exclusive control of the architect; (3) be independently verifiable by a third party; and (4) be applied in a manner that invalidates any modifications of data to the document. COMAR 09.21.03.09E(2).

The regulations require that a title block appearing on an engineering document contain at least the name of the engineering entity and the signature and seal of the Maryland-licensed engineer who prepared or approved the documents. COMAR 09.21.03.10B & C.

The title block must contain a certification reading as

> follows: "Professional Certification.
>
> I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, license number -------, expiration date ------."

COMAR 09.23.03.10D. The title block, certification, seal, and signature must appear in close proximity to each other. *Id*. COMAR 09.23.03.10E.

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Architecture

Maryland Board of Architects – https://www.dllr.state.md.us/license/arch/
Maryland Code, Business Occupations and Professions Article, Title 3
Code of Maryland Regulations ("COMAR") Title 9, Subtitle 21

Responsible Charge:

By statute, any "final drawing, plan, specification, report, or other document required for the issuance of a building permit" must be signed, sealed, and dated, before document is either: (1) issued to a client; or (2) submitted to a public authority. Md. Code Ann., Bus. Occ. & Prof. §§ 3-103(a) and 3-501(a); *see also* COMAR 09.21.02.03A.

The licensed architect who "***prepared*** or ***approved***" the document must be the signatory. Md. Code Ann., Bus. Occ. & Prof. § 3-501(a). The architect who signs and seals the document becomes the architect of record. COMAR 09.21.02.03D.

The term "***prepared***" under the architectural sealing statute means "personally prepared" by the architect. COMAR 09.21.02.03A(2)(a).

What constitutes "***approval***" under the sealing statute has been the subject of some interpretation over the years. As set forth below, a 1997 case not yet noted as overturned may provide some misleading guidance on what constitutes "approval" under the statute. An architect would be well advised to treat this case as having been overturned by a subsequent regulation promulgated by the Board of Architects.

In 1997, the Maryland Court of Special Appeals held in *State Board of Architects v. Clark* that the term "approved" does not require that the architect "supervise every aspect of a drawing prior to certifying it," but that "[i]f an architect, after review, 'approves' a document [prepared by another], he or she is permitted to stamp the document." *See* 114 Md. App. 247, 260, 689 A.2d 1247, 1254 (1997). While the *Clark* case was still pending before the Maryland Court of Special Appeals, however, the Maryland Board of Architects proposed, and ultimately adopted, a new set of regulations redefining "approval," as used in the statute, as requiring both: (1) "[d]irect knowledge and responsible control over the content of technical submissions during their preparation"; and (2) "[s]ubstantive review and authority to make revisions with regard to the preparation of submissions described in these regulations." *See* 23:25 Md. R. 1789 (Dec. 6, 1996) (proposed rule); 24:9 Md. R. 656 (Apr. 25, 1997) (final rule) (adopting regulation since recodified as COMAR 09.21.02.03B).

In the 20 years since *Clark*, no court has, to the authors' knowledge, addressed whether the Board of Architects effectively overturned through rulemaking *Clark*'s interpretation of the term "approved." In light of the deference ordinarily given to an agency's interpretation of a statute, it should be assumed that *Clark* is no longer good law and that the regulation controls. ***Accordingly, an architect should only seal a document that the architect either: (1) personally prepared; or (2) approved, having exercised direct knowledge and responsible control over its content during preparation, having substantively reviewed the document, and having had authority to revise the document as necessary.***

The regulations also allow an architect to sign and seal, after review and inspection: (1) portions of professional work not required to be prepared or approved by an architect, provided that the architect reviewed and adopted in whole or in part those portions, coordinated their preparation, and integrated them into the project; and (2) prototype standard drawings prepared by a non-Maryland architect licensed elsewhere in the United States, in connection with the design of a commercial chain establishment. COMAR 09.21.02.03C.

Stamping and Sealing:

The signature of the architect may either be in ink or an electronic signature. COMAR 09.21.02.03E(1). If the architect signs the document electronically, the architect's digital signature must: (1) contain an identification unique to the architect; (2) be under the exclusive control of the architect; (3) be independently verifiable by a third party; and (4) be applied in a manner that invalidates any modifications of data to the document. COMAR 09.21.02.03E(2). Once a digital signature is attached, the document shall be available in View Format only if the document is to be transmitted electronically. COMAR 09.21.02.03F.

An architectural entity must use a title block on all drawings and documents that are to be signed and sealed. COMAR 09.21.02.04A. The title block must include the name of the entity along with a date and the printed name, signature, and seal of one of the directors, general partners, or LLC members, who prepared or approved the document. COMAR 09.21.02.04C. Alternatively, the director, general partner, or LLC member may designate an employee to sign and seal, provided that the employee is a Maryland-licensed architect who prepared or approved the documents. COMAR 09.21.02.04D.

The title block must contain a certification reading as

> follows: "Professional Certification.
>
> I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, license number -------, expiration date ------."

COMAR 09.21.02.04E. The title block, certification, seal, and signature must appear in close proximity to each other. *Id*.

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Land Surveying

Maryland Board for Professional Land Surveyors – https://www.dllr.state.md.us/license/ls/
Maryland Code, Business Occupations and Professions Article, Title 15
Code of Maryland Regulations ("COMAR") Title 9, Subtitle 13

Responsible Charge:

By statute, "any plan, plat, report, or specification" prepared by a professional land surveyor or licensed property line surveyor must be endorsed and sealed by the licensee before the document is either: (1) issued to a client; or (2) submitted to a public authority. *See* Md. Code Ann., Bus Occ. & Prof. § 15-502.

The professional land surveyor or licensed property line surveyor may use the seal only if: (1) the licensee personally prepared the documents; or (2) the documents were prepared under the licensee's direction as principal by an employee or an associate competent in the subject matter of the documents by education or experience, and under the licensee's responsible charge. *See* COMAR 09.13.01.04B and 09.13.06.12E.

By signing and sealing documents, the professional land surveyor or licensed property line surveyor assumes full responsibility for the preparation of the surveying document and for the accuracy and adequacy of the surveying work. *See* COMAR 09.13.06.12H.

Stamping and Sealing:

Each professional land surveyor or licensed property line surveyor may obtain a seal of a design determined by the Maryland Board for Professional Land Surveyors. *See* Md. Code Ann., Bus Occ. & Prof. § 15-501. The seal may be used only by the professional land surveyor or licensed property line surveyor who obtains the seal. *See id*. at § 15-606.

The signature of the professional land surveyor or licensed property line surveyor may either be in ink or an electronic signature. COMAR 09.13.06.12J(1). If the professional land surveyor or licensed property line surveyor signs the document electronically, the digital signature must: (1) contain an identification unique to the licensee; (2) be under the exclusive control of the licensee; (3) be independently verifiable; and (4) be applied in a manner that invalidates any modifications of data to the document. COMAR 09.13.06.12J(2).

Massachusetts

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Engineering and Land Surveying

Massachusetts Board of Registration of Professional Engineers and Land Surveyors – https://www.mass.gov/orgs/board-of-registration-of-professional-engineers-and-land-surveyors

Regulations for Professional Engineers and Land Surveyors per Code of Massachusetts Regulations – https://www.mass.gov/regulations/250-CMR-500-professional-practice

Responsible Charge, 250 Mass. Reg. 5.04:

A Registrant must exercise Direct Charge and Supervision over those persons assisting in the preparation of Instruments of Service. Direct Charge and Supervision requires at a minimum that:

(1) the Registrant exercised unambiguous decision-making authority with respect to the preparation of the Instruments of Service he or she sealed and signed, without interference or undue influence from any other individual or entity;

(2) the persons assisting in the preparation of the Instruments of Service were subordinates reporting directly to the Registrant rather than through some other person or entity capable of subverting the Registrant's direction;

(3) the Registrant had the freedom and authority to assign personnel, and to employ appropriate technologies and equipment for the preparation of Instruments of Service;

(4) the Registrant exercised due care in assigning tasks to persons assisting in the preparation of Instruments of Service based upon the Registrant's knowledge of each person's expertise, knowledge and skill levels;

(5) the Registrant has a verifiable written record establishing that contributing work provided by unlicensed individuals was subject to regular and continuing Direct Charge and Supervision throughout the development process;

(6) the work performed by unlicensed individuals does not include approval of final designs or decisions; and

(7) the persons assisting the Registrant preparing the Instruments of Service had continuous access to and guidance from the Registrant throughout the development process.

Stamping and Sealing, 250 Mass. Reg. 5.03:

(1) Format.

(a) Each person registered as a Professional Engineer in the Commonwealth shall use a professional seal that conforms to the designs approved and made available by the Board. The seal shall contain the following words: "Commonwealth of Massachusetts", the Registrant's name, the Registrant's registration number, and the words "Professional Engineer" and may include one's Licensed Branch.

(b) Each person registered as a Professional Land Surveyor in the Commonwealth shall use a professional seal that conforms to the designs approved and made available by the Board. The seal shall contain the following words: "Commonwealth of Massachusetts", the Registrant's name, the Registrant's registration number, and the words "Professional Land Surveyor".

(2) The seal must be a symbol or image in the form of a rubber stamp, embossed seal or digitized seal (computer generated image), or other form approved by the Board. The outside diameter of the depicted image must be approximately one-and one-half inches.

(3) A Registrant shall affix his or her seal only to Instruments of Service produced by the Registrant personally or under the Registrant's Direct Charge and Supervision, except as provided in 250 CMR 5.03(4).

(4) A Registrant may review and adopt work started by or under another Registrant's Direct Charge and Supervision provided the adopting Registrant has performed a detailed and thoroughly documented review and will assume complete responsibility for the work of that previous Registrant.

(5) Under no circumstances shall a Registrant adopt the Work Products developed by unregistered persons who themselves were not working under the Direct Charge and Supervision of a Registrant.

(6) Any document bearing the Registrant's seal must also be appropriately dated and signed with either a legible handwritten Signature adjacent to (not obscuring) the seal or a properly encrypted digital Signature, in compliance with 250 CMR.

(7) The Registrant shall not affix his or her seal to stickers, decals, cards, stationery, advertising, or any other such material.

(8) The Registrant must take reasonable steps to prevent the Registrant's seal or digital Signature encryption key from being lost, stolen or out of the Registrant's personal possession or control.

(9) The Registrant shall not allow another person to use the Registrant's seal or digital Signature encryption key.

(10) A Registrant whose License has lapsed shall not use his or her professional seal.

(11) When a digital Signature is applied to an Instrument of Service, it must have an electronic authentication process attached to it that is uniquely associated with the Registrant, can be authenticated by the recipient, and is uniquely linked to the underlying documents in a manner that will invalidate the digital Signature if any part of the document is changed.

(12) A Registrant is responsible for all work on any plan that bears the Registrant's professional seal unless the Registrant expressly and properly limits the Registrant's responsibility as set forth in 250 CMR 5.03(13).

(13) If a Registrant does not take responsibility for all of the work on an Instrument of Service, the Registrant shall add any suitable comments near, but not through the seal to limit their responsibility. Such comments might limit responsibility to such things as electrical design, structural design, property boundaries, a specified portion of the document, or a specified change.

(14) A Registrant may assume responsibility for coordination of an entire project and sign and seal the Instruments of Service for the entire project, provided that the Instruments of Service for each technical segment are signed and sealed by the qualified Registrant who either prepared or directly supervised the preparation of said technical segment.

(15) A Registrant shall sign, date and seal Instruments of Service prepared by the Registrant, when those documents are filed with public authorities. If the Instrument of Service is a set of printed plans, each sheet must be individually signed and sealed and appropriately dated, unless otherwise authorized by statute.

Massachusetts

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Engineering and Land Surveying

Massachusetts Board of Registration of Professional Engineers and Land Surveyors – https://www.mass.gov/orgs/board-of-registration-of-professional-engineers-and-land-surveyors

Regulations for Professional Engineers and Land Surveyors per Code of Massachusetts Regulations – https://www.mass.gov/regulations/250-CMR-500-professional-practice

Responsible Charge, 250 Mass. Reg. 5.04:

A Registrant must exercise Direct Charge and Supervision over those persons assisting in the preparation of Instruments of Service. Direct Charge and Supervision requires at a minimum that:

(8) the Registrant exercised unambiguous decision-making authority with respect to the preparation of the Instruments of Service he or she sealed and signed, without interference or undue influence from any other individual or entity;

(9) the persons assisting in the preparation of the Instruments of Service were subordinates reporting directly to the Registrant rather than through some other person or entity capable of subverting the Registrant's direction;

(10) the Registrant had the freedom and authority to assign personnel, and to employ appropriate technologies and equipment for the preparation of Instruments of Service;

(11) the Registrant exercised due care in assigning tasks to persons assisting in the preparation of Instruments of Service based upon the Registrant's knowledge of each person's expertise, knowledge and skill levels;

(12) the Registrant has a verifiable written record establishing that contributing work provided by unlicensed individuals was subject to regular and continuing Direct Charge and Supervision throughout the development process;

(13) the work performed by unlicensed individuals does not include approval of final designs or decisions; and

(14) the persons assisting the Registrant preparing the Instruments of Service had continuous access to and guidance from the Registrant throughout the development process.

Stamping and Sealing, 250 Mass. Reg. 5.03:

(16) Format.

(a) Each person registered as a Professional Engineer in the Commonwealth shall use a professional seal that conforms to the designs approved and made available by the Board. The seal shall contain the following words: "Commonwealth of Massachusetts", the Registrant's name, the Registrant's registration number, and the words "Professional Engineer" and may include one's Licensed Branch.

(b) Each person registered as a Professional Land Surveyor in the Commonwealth shall use a professional seal that conforms to the designs approved and made available by the Board. The seal shall contain the following words: "Commonwealth of Massachusetts", the Registrant's name, the Registrant's registration number, and the words "Professional Land Surveyor".

4.02:

(17) The seal must be a symbol or image in the form of a rubber stamp, embossed seal or digitized seal (computer generated image), or other form approved by the Board. The outside diameter of the depicted image must be approximately one and one half inches.

(18) A Registrant shall affix his or her seal only to Instruments of Service produced by the Registrant personally or under the Registrant's Direct Charge and Supervision, except as provided in 250 CMR 5.03(4).

(19) A Registrant may review and adopt work started by or under another Registrant's Direct Charge and Supervision provided the adopting Registrant has performed a detailed and thoroughly documented review and will assume complete responsibility for the work of that previous Registrant.

(20) Under no circumstances shall a Registrant adopt the Work Products developed by unregistered persons who themselves were not working under the Direct Charge and Supervision of a Registrant.

(21) Any document bearing the Registrant's seal must also be appropriately dated and signed with either a legible hand written Signature adjacent to (not obscuring) the seal or a properly encrypted digital Signature, in compliance with 250 CMR.

(22) The Registrant shall not affix his or her seal to stickers, decals, cards, stationery, advertising, or any other such material.

(23) The Registrant must take reasonable steps to prevent the Registrant's seal or digital Signature encryption key from being lost, stolen or out of the Registrant's personal possession or control.

(24) The Registrant shall not allow another person to use the Registrant's seal or digital Signature encryption key.

(25) A Registrant whose License has lapsed shall not use his or her professional seal.

(26) When a digital Signature is applied to an Instrument of Service, it must have an electronic authentication process attached to it that is uniquely associated with the Registrant, can be authenticated by the recipient, and is uniquely linked to the underlying documents in a manner that will invalidate the digital Signature if any part of the document is changed.

(27) A Registrant is responsible for all work on any plan that bears the Registrant's professional seal unless the Registrant expressly and properly limits the Registrant's responsibility as set forth in 250 CMR 5.03(13).

(28) If a Registrant does not take responsibility for all of the work on an Instrument of Service, the Registrant shall add any suitable comments near, but not through the seal to limit their responsibility. Such comments might limit responsibility to such things as electrical design, structural design, property boundaries, a specified portion of the document, or a specified change.

(29) A Registrant may assume responsibility for coordination of an entire project and sign and seal the Instruments of Service for the entire project, provided that the Instruments of Service for each technical segment are signed and sealed by the qualified Registrant who either prepared or directly supervised the preparation of said technical segment.

(30) A Registrant shall sign, date and seal Instruments of Service prepared by the Registrant, when those documents are filed with public authorities. If the Instrument of Service is a set of printed plans, each sheet must be individually signed and sealed and appropriately dated, unless otherwise authorized by statute.

Massachusetts

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Architecture

Massachusetts Board of Registration of Architects – https://www.mass.gov/orgs/board-of-registration-of-architects

Regulations for Registered Architects per Code of Massachusetts Regulations – https://www.mass.gov/doc/231-cmr-4-rules-of-professional-conduct/download Conduct

Responsible Charge, 231 CMR 4.01(5):

(5) Professional Conduct.

a) A registered architect may sign and seal technical submissions only if:

1. The technical submissions in question were personally prepared by the signing and sealing architect himself or herself; or
2. The technical submissions in question were prepared by another architect who is duly registered in Massachusetts, or by another design professional duly licensed or registered as such in Massachusetts, and the signing and sealing architect has reviewed the work and either coordinated the preparation of that work or integrated that work into his or her own technical submissions; or
3. The technical submissions in question were prepared by another person under the responsible control of the signing and sealing architect.

For purposes of 231 CMR 4.01(5)(a)2. the phrase "another design professional" means a person who is duly registered or licensed in the Commonwealth of Massachusetts as a professional engineer, registered land surveyor, registered landscape architect, licensed plumber, or licensed electrician.

b) A registered architect shall be deemed to have exercised responsible control over the preparation of technical submissions for purposes of 231 CMR 4.01(5)(a)3. if: 1. The technical submissions in question were prepared in the office where the signing and sealing architect is regularly employed; or 2. The technical submissions in question were prepared at a location other than the office where the signing and sealing architect is regularly employed, but the signing and sealing architect maintains adequate and complete written records which demonstrate that he or she possesses detailed knowledge of the content of those technical submissions and exercised sufficient control over those submissions throughout their preparation.

c) A registered architect may also sign and seal drawings, specifications or other work which is not required by law to be prepared by an architect, if the signing and sealing architect has reviewed such work and has integrated it into his or her own technical submissions.

d) Reviewing, or reviewing and correcting, technical submissions after they have been prepared by others shall not be sufficient, in and of itself, to constitute the exercise of responsible control over the preparation of those technical submissions.

e) An architect shall neither offer nor make any gifts, other than gifts of nominal value, with the intent of influencing the judgment of an existing or prospective client in connection with a project in which the architect is interested. For purposes of 231 CMR 4.01(5)(e), reasonable expenditures for entertainment or hospitality shall be considered gifts of nominal value.

f) An architect shall not engage in conduct involving fraud or wanton disregard of the rights of others.

g) Suspension, revocation or cancellation of an architect's certification by the National Council of Architectural Registration Boards shall, in and of itself, constitute sufficient grounds for disciplinary action by the Board.

Stamping and Sealing, 231 CMR 4.02

(1) Each person registered to practice architecture in the Commonwealth shall procure and use a rubber seal the design, arrangement, size and working of which shall conform exactly with the figure [at right] except for insertion of the registrant's own name, his registration number and the name of the city or town from which he is registered, and excepting further that the seal of an out-of-state registrant shall also show the name of his state, province or territory.

(2) The architect's official seal of registration is intended for his personal use in connection with plans, specifications and other instruments of architectural service prepared under his responsible control for which he will be responsible, and is not transferable.

(3) An architect shall use the official seal entrusted to him as *prima facie* evidence that the plans and other instruments of his service upon which it appears were produced by him, or under his responsible control. He shall not permit or suffer his official seal to be affixed to any plans, specifications or drawings not prepared by him or under his responsible control, except as permitted by 231 CMR 4.01(5).

Michigan

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Engineering and Land Surveying

Michigan Department of Licensing and Regulatory Affairs http://www.michigan.gov/lara/bureau-list/bpl/occ/prof/engineers

Professional Statutes: Michigan Occupational Code MCLA 399.2001 through 339.2014

Responsible Charge, 250 Mass. Reg. 5.04:

A Registrant must exercise Direct Charge and Supervision over those persons assisting in the preparation of Instruments of Service. Direct Charge and Supervision requires at a minimum that:

- the Registrant exercised unambiguous decision-making authority with respect to the preparation of the Instruments of Service he or she sealed and signed, without interference or undue influence from any other individual or entity;
- the persons assisting in the preparation of the Instruments of Service were subordinates reporting directly to the Registrant rather than through some other person or entity capable of subverting the Registrant's direction;
- the Registrant had the freedom and authority to assign personnel, and to employ appropriate technologies and equipment for the preparation of Instruments of Service;
- the Registrant exercised due care in assigning tasks to persons assisting in the preparation of Instruments of Service based upon the Registrant's knowledge of each person's expertise, knowledge and skill levels;
- the Registrant has a verifiable written record establishing that contributing work provided by unlicensed individuals was subject to regular and continuing Direct Charge and Supervision throughout the development process;
- the work performed by unlicensed individuals does not include approval of final designs or decisions; and
- the persons assisting the Registrant preparing the Instruments of Service had

Stamping and Sealing, 250 Mass. Reg. 5.03:

Format.

(a) Each person registered as a Professional Engineer in the Commonwealth shall use a professional seal that conforms to the designs approved and made available by the Board. The seal shall contain the following words: "Commonwealth of Massachusetts", the Registrant's name, the Registrant's registration number, and the words "Professional Engineer" and may include one's Licensed Branch.

(b) Each person registered as a Professional Land Surveyor in the Commonwealth shall use a professional seal that conforms to the designs approved and made available by the Board. The seal shall contain the following words: "Commonwealth of Massachusetts", the Registrant's name, the Registrant's registration number, and the words "Professional Land Surveyor".

(c) The seal must be a symbol or image in the form of a rubber stamp, embossed seal or digitized seal (computer generated image), or other form approved by the Board. The outside diameter of the depicted image must be approximately one and one half inches.

(d) A Registrant shall affix his or her seal only to Instruments of Service produced by the Registrant personally or under the Registrant's Direct Charge and Supervision, except as provided in 250 CMR 5.03(4).

(e) A Registrant may review and adopt work started by or under another Registrant's Direct Charge and Supervision provided the adopting Registrant has performed a detailed and thoroughly documented review and will assume complete responsibility for the work of that previous Registrant.

(f) Under no circumstances shall a Registrant adopt the Work Products developed by unregistered persons who themselves were not working under the Direct Charge and Supervision of a Registrant.

(g) Any document bearing the Registrant's seal must also be appropriately dated and signed with either a legible hand written Signature adjacent to (not obscuring) the seal or a properly encrypted digital Signature, in compliance with 250 CMR.

(h) The Registrant shall not affix his or her seal to stickers, decals, cards, stationery, advertising, or any other such material.

(i) The Registrant must take reasonable steps to prevent the Registrant's seal or digital Signature encryption key from being lost, stolen or out of the Registrant's personal possession or control.

(j) The Registrant shall not allow another person to use the Registrant's seal or digital Signature encryption key.

(k) A Registrant whose License has lapsed shall not use his or her professional seal.

(l) When a digital Signature is applied to an Instrument of Service, it must have an electronic authentication process attached to it that is uniquely associated with the Registrant, can be authenticated by the recipient, and is uniquely linked to the underlying documents in a manner that will invalidate the digital Signature if any part of the document is changed.

(m) A Registrant is responsible for all work on any plan that bears the Registrant's professional seal unless the Registrant expressly and properly limits the Registrant's responsibility as set forth in 250 CMR 5.03(13).

(n) If a Registrant does not take responsibility for all of the work on an Instrument of Service, the Registrant shall add any suitable comments near, but not through the seal to limit their responsibility. Such comments might limit responsibility to such things as electrical design, structural design, property boundaries, a specified portion of the document, or a specified change.

(o) A Registrant may assume responsibility for coordination of an entire project and sign and seal the Instruments of Service for the entire project, provided that the Instruments of Service for each technical segment are signed and sealed by the qualified Registrant who either prepared or directly supervised the preparation of said technical segment.

(p) A Registrant shall sign, date and seal Instruments of Service prepared by the Registrant, when those documents are filed with public authorities. If the Instrument of Service is a set of printed plans, each sheet must be individually signed and sealed and appropriately dated, unless otherwise authorized by statute.

MINNESOTA

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Engineering, Architecture, Land Surveying

Licensing Authority: Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design http://mn.gov/aelslagid/
Legal Authority: Statutes: Minnesota Statute Chapter 326, Specifically, 326.12 and 326.14
Rules: Minnesota Rules Chapter: 1800 – Licensing & Operation, Rule 1800.4200, Rule 1800.4300, 1805 – Rules of Professional Conduct, Specifically 1805.1600

Responsible Charge:
The Minnesota Rules of Professional Conduct define the obligations for direct supervision and responsible charge for all professionals licensed or certified under Minn. Stat. 326.02-.15.

Minn. Stat. § 326.14 CORPORATIONS AND PARTNERSHIPS AUTHORIZED.
A corporation, partnership or other firm may engage in work of an architectural or engineering character, in land surveying, in landscape architecture, or in geoscience, or use the title of certified interior designer in this state, **provided the person or persons connected with such corporation, partnership or other firm in responsible charge of such work is or are licensed** or certified as herein required for the practice of architecture, engineering, land surveying, landscape architecture, and geoscience, and use of the title of certified interior designer.

Minn. R. 1805.1600 RESPONSIBLE CHARGE AND DIRECT SUPERVISION.
Subpart 1. **Responsible charge; defined.**
A person in responsible charge of architectural, engineering, land surveying, landscape architectural, geoscience, or certified interior design work as used in Minnesota Statutes, section 326.14, means the person who determines and reviews design criteria, including technical aspects, advises with the client, and has direct supervision of subordinates during the course of the work and, in general, the person whose professional skill and judgment are embodied in the plans, designs, and advice involved in the work.

Subp. 2. **Direct supervision; defined.**
A person in "direct supervision" of work as referred to in Minnesota Statutes, section 326.12, subdivision 3, means that person who is the employer, an employee of the same firm, or who is under contract to or from another firm and who is in responsible charge of the technical aspects of the architectural, engineering, land surveying, landscape architectural, geoscience, or certified interior design work in progress, and whose professional skill and judgment are embodied in the plans, specifications, reports, plats, or other documents required to be certified pursuant to that subdivision. A person in direct supervision of work directs the work of other licensees, unlicensed professionals, technicians, and clerical persons assigned to that work and is in responsible charge of the project comprising the work being supervised.

Stamping and Sealing of Documents:
The seal and certified signatures of MN licensed design professionals is governed by Statutes and Rules. The Statutes create the requirement for certification of drawings and the optional seal. The Rules set forth the specific requirements and verbiage. Minnesota has developed the content for a stamp that includes certification and signature. *See* specific language in Rule 1800.4200, subp. 4. In MN, the seal is optional and may be used in addition to the required certification and signature. *See* Rule 1800.4300.

Minn. Stat. § 326.12 provides in pertinent part:
Subd. 2.**Seal.**
Each licensee or certificate holder may, upon licensure or certification, obtain a seal bearing the licensee's or certificate holder's name and the legend "licensed architect," "licensed professional engineer," "licensed land surveyor," "licensed landscape architect," the appropriate licensed professional geoscientist legend as defined by the board, or "certified interior designer." Plans, specifications, plats, reports, and other documents prepared by a licensee or certificate holder may be stamped with the seal during the life of the license or certificate. A rubber stamp facsimile thereof may be used in lieu of the seal on tracings from which prints are to be made or on papers which would be damaged by the regular seal. It shall be unlawful for any one to stamp or seal any document with the stamp or seal after the license or certificate has expired, been revoked or suspended, unless said license or certificate shall have been renewed or reissued.

Subd. 3.**Certified signature.**
Each plan, drawing, specification, plat, report, or other document which under sections 326.02 to 326.15 is prepared by a licensed architect, licensed engineer, licensed land surveyor, licensed landscape architect, licensed geoscientist, or certified interior designer must bear the signature of the licensed or certified person preparing it, or the signature of the licensed or certified person under whose direct supervision it was prepared. Each signature shall be accompanied by a certification that the signer is licensed or certified under sections 326.02 to 326.15, by the person's license or certificate number, and by the date on which the signature was affixed. The provisions of this paragraph shall not apply to any plans, drawings, specifications, plats, reports, or other documents of an intraoffice or intracompany nature or that are considered to be drafts or of a preliminary, schematic, or design development nature by licensed or certified individuals who would normally be responsible for their preparation The required signature and certification must appear on all pages of plans and drawings that must be signed, but only on the first page of specifications, plats, reports, or other documents that must be signed. A stamp, printed signature, or electronically created signature has the same force and effect as an actual signature if it creates an accurate depiction of the

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Minn. R. 1800.4200 CERTIFICATION AND SIGNATURE.

Subpart 1. **Requirement; generally.**

The certification and signature on plans, drawings, specifications, plats, reports, and other documents that require a signature is mandatory, as provided by Minnesota Statutes, section 326.12, subdivision 3. The certification and signature may be electronic, as defined by Minnesota Statutes, section 325L.02, paragraph (h); facsimile; or digital. A person in direct supervision of work as referred to in the foregoing subdivision is construed to mean the person whose professional skill and judgment are embodied in the document signed, and who assumes responsibility for the accuracy and adequacy thereof.

Subp. 1a. **Licensee or certificate holder duties.**

A. A licensee or certificate holder shall sign and certify documents and surveys that safeguard the health, safety, and welfare of the public.

B. The licensee shall sign and certify only work within the licensee's or certificate holder's area of licensure or certification. Two or more licensees or certificate holders may affix their certification and signature if each licensee or certificate holder designates the specific subject matter for which that licensee or certificate holder is responsible.

C. A licensee or certificate holder shall not affix a signature or certification to any plans or documents dealing with subject matter in which the licensee or certificate holder lacks competence.

D. A licensee or certificate holder shall not affix a signature or certification to any plan or document not prepared under the licensee's or certificate holder's responsible charge.

E. A licensee or certificate holder may accept assignments for coordinating an entire project, provided that each design discipline signs and certifies as the licensee or certificate holder responsible for preparing their design.

Subp. 2. [Repealed, 43 SR 89]

Subp. 3. **Certification.**

The certification by each of the professions responsible for the preparation of bound specifications, plats, reports, or other documents must be shown on the title sheet, first sheets, or certification page. The certification by each of the professions responsible for the preparation of plans or drawings must be shown on each sheet of the set of plans or drawings.

A. The board licenses applicants as an architect, a professional engineer, a land surveyor, a landscape architect, a professional geologist, or a professional soil scientist.

B. The official roster designates the branch of engineering in which the licensed engineer was examined. An applicant for licensure as a professional engineer is examined in the branch of engineering that the applicant selects and in which the applicant is deemed qualified by the board.

C. A professional engineer may engage in practice in any branch of engineering in which the professional engineer is competent and qualified by education, examination, or experience. A professional engineer who certifies and signs plans, specifications, reports, or other documents may be required to establish, to the satisfaction of the board, that the work was performed according to recognized and acceptable engineering standards and practice.

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Subp. 4. **Language.**
The following wording shall be incorporated in the certification:

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the state of Minnesota.
Signature: _____ Typed or Printed Name: _____
Date_____ Lic. No._____

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.
Signature: _____ Typed or Printed Name: _____
Date_____ Lic. No._____

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.
Signature: _____ Typed or Printed Name: _____
Date_____ Lic. No._____

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Certified Interior Designer under the laws of the state of Minnesota.
Signature: _____ Typed or Printed Name: _____
Date_____ Cert. No._____

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the state of Minnesota.
Signature: _____ Typed or Printed Name: _____
Date_____ Lic. No._____

I hereby certify that this plan, document, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Geologist under the laws of the state of Minnesota.
Signature: _____ Typed or Printed Name: _____
Date_____ Lic. No._____

I hereby certify that this plan, document, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Soil Scientist under the laws of the state of Minnesota.
Signature: _____ Typed or Printed Name: _____
Date:_____ Lic. No._____

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Subp. 4a. **Documents requiring signature and certification.**
The following documents must be signed and certified:

A. the certification page of each report;
B. legal descriptions prepared by a land surveyor; and
C. other documents that require a signature according to Minnesota Statutes, section 326.12, subdivision 3.

Subp. 5. **Permanence of document certification.**
When a document has been certified with the signature of the design professional as specified in subparts 1 to 4, that signature becomes a permanent part of that document and must not be removed at a later date for any reason.

Minn. R. 1800.4300 SEAL.

Each person may, upon licensure or certification, also obtain a seal bearing the licensee's or certificate holder's name and the legend, licensed architect, licensed professional engineer, licensed land surveyor, licensed landscape architect, licensed professional geologist, licensed professional soil scientist, or certified interior designer. Plans, specifications, plats, reports, and other documents prepared by a licensee or certificate holder may be stamped with the seal during the life of a licensee's license or certificate holder's certificate if it remains unrevoked, has not expired, or has not been suspended. The stamped seal may be used on documents in addition to the signed and dated certification required under part 1800.4200

Mississippi

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Engineering

Rules and Regulations of the Mississippi Board of Licensure for Professional Engineers and Surveyors, codified in Miss. Admin. Code 30-12-901 – Available at: www.pepls.state.ms.us

Professional Statutes – Mississippi Code Annotated – Title 73. Professions and Vocations

Chapter 13. Engineers and Land Surveyors – Sections 73-13-1 through 73-13-45

Responsible Charge:

According to Rule 2.9 Board of Licensure for Professional Engineers and Surveyors' Rules and Regulations of Procedure, "responsible charge" means "direct control and personal supervision of engineering work or surveying work done by oneself or by others over which the professional engineer or surveyor exercises supervisory authority under an employer-employee relationship." Miss. Admin. Code 30-12-901:2.9.

To provide the client with the assurance that the work was performed under the direct supervision of a licensee, and was performed to a certain standard, documentation shall be sealed and signed by the licensee in responsible charge. For example, when a topographic survey, hydrographic survey or construction survey is performed at the request of a client, any plat, map or report that is the final product of that licensee for that project shall be sealed and signed by the Professional Surveyor or the Professional Engineer in responsible charge. Similarly, if a topographic survey, hydrographic survey or construction survey is performed by a licensee to obtain data to be used by that licensee to perform calculations or to be incorporated into a final product of that project, then the final product of that project shall be sealed and signed by the Professional Surveyor or the Professional Engineer in responsible charge. Miss. Admin. Code 30-12-901:21.2.

Stamping and Sealing:

Miss. Code. Ann. § 73-13-29 (2017) - Issuance of Certificate of Licensure
Upon licensure, but before engaging in the practice of the profession, each licensee must obtain a seal of the design authorized by the board, bearing the licensee's name and the legend "licensed professional engineer." Plans, specifications and reports prepared by a licensee shall be stamped with the seal by the licensee during the life of the licensee's certificate, but it shall be unlawful for anyone to stamp or seal any documents with the seal after the certificate of the licensee named thereon is expired or revoked, or while the certificate is suspended. It shall be unlawful for anyone other than the licensee to whom the seal has been issued to stamp or seal any document utilizing such seal.

Rule 14 of the Board of Licensure for Professional Engineers and Surveyors' Rules and Regulations of Procedure provides the following practice standards for stamping and sealing documents:

Rule 14.2 Seal of the Licensee.

1. Upon completion of licensure, the licensee will be advised that he shall secure an official seal which shall be applied to engineering drawings, specifications, reports and other engineering or surveying documents prepared by him or under his responsible supervisory control. A copy of the seal imprint shall be furnished to the Board before the certificate of licensure will be released. Failure to provide proof of seal may result in disciplinary action by the Board.
2. The seals to be used by the licensees are to be circular in form and from 1 5/8 to 2 inches in diameter. A copy of the design is included in this publication.
3. Seals obtained prior to the adoption of this rule and which are in conformance with prior Board rules are acceptable.
4. Rubber stamps, which are identical to the approved seals, in size, design and content may be used by the licensee at his option.

Miss. Admin. Code 30-12-901:14.2.

Rule 14.3 Seal on Documents.

1. The seal, signature and date on a document constitute a certification that the document was prepared by the licensee or under his direct supervision.

2.a. Each sheet of plans, drawings, documents, specifications and reports for engineering practice and of maps, plats, charts shall be signed, sealed and dated by the licensee preparing them, prepared under his direct supervisory control, or reviewed by him in sufficient depth to fully coordinate and assume responsibility for documents prepared by another professional engineer.

b. Each sheet of maps, plats, charts, documents, and reports for land surveying practice shall be signed, sealed, and dated by the licensee preparing them or prepared under his direct supervisory control.

3. Where more than one sheet is bound together in one volume, the licensee who prepared such volume, or under whose direction and control such volume was prepared, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume, and provided that any of the other sheets which were prepared by, or under the direction and control of, another licensee, be signed, and/or sealed and dated by said other licensee.
4. Additions, deletions or other revisions affecting public health and safety or state and local codes may be made only if they are subsequently signed, sealed and dated by the licensee who made the revisions or under whose direction and control said revisions were made.

Miss. Admin. Code 30-12-901:14.3.

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Rule 14.4 Prototypical Projects. Documents prepared for projects that are designed by other engineers to be built in various locations with few changes, except site adaptation, may be sealed by a Mississippi licensee under the following conditions:

1. Written permission of the original engineer(s) to adapt the documents.
2. Each sheet of plans, drawings, documents, specifications and reports shall be signed, sealed and dated by the engineer who performed the original design and shall also be signed, sealed and dated by the Mississippi licensee who has reviewed the documents in sufficient depth to fully coordinate and assume responsibility.
3. Documentation of all changes made to the original documents.
4. The following written certification shall accompany the seal and signature on each sheet: "I have reviewed this document in sufficient depth to accept full responsibility for its contents and to assure code compliance and coordination."

Miss. Admin. Code 30-12-901:14.4.

Rule 14.5 Design of Seal. This Rule contains graphical depictions of acceptable styles and formats of seals.

Miss. Admin. Code 30-12-901:14.5.

Rule 14.6 Seal Care and Custody. The licensee shall exercise due and reasonable care in maintaining physical possession of his seal and its use. The licensee shall not willingly allow others to possess his seal or to use his seal.

Miss. Admin. Code 30-12-901:14.6.

Architecture

Mississippi State Board or Architecture Rules and Regulations, codified in Miss. Admin. Code 30-4-201, Available at http://www.msboa.ms.gov/Documents/arch_rules_17.pdf (rev. June 13, 2017)

Professional Statutes – Mississippi Code Annotated – Title 73. Professions and Vocations

Chapter 1. Architects – Sections 73-1-1 through 73-1-45

Responsible Charge:

The term "responsible control" is defined as "control over all phases of the practice of architecture as is ordinarily exercised by architects applying the required professional standard of care, including, but not limited to control over and detailed knowledge of the content of technical submissions throughout preparation by the architect and the architect's employees." Miss. Admin. Code 30-4-201:4.5.2.A.

With two limited exceptions, An architect shall not sign or seal drawings, specifications, reports or other professional work which was not prepared by or under the responsible control of the architect. Those exceptions are:

(i) the architect may sign or seal those portions of the professional work that were prepared by or under the responsible control of persons who are registered under the architectural registration laws of this jurisdiction if the architect has reviewed in whole or in part such portions and has either coordinated their preparation or integrated them into the architect's work, and

(ii) the architect may sign or seal portions of the professional work that are not required by the architectural registration law to be prepared by or under the responsible control of an architect if the architect has reviewed and adopted in whole or in part such portions and has integrated them into the architect's work.

Miss. Admin. Code 30-4-201:4.5.2.B.

Stamping and Sealing:

Miss. Code. Ann. § 73-1-35 (2017) - Seal or Stamp

Each architect, upon registration, shall obtain a seal or stamp of the design authorized by the board as set forth in the rules and regulations of the board.

No architect shall affix his seal or stamp to any document which has not been prepared under his or her responsible control.

The signature of the architect and date of execution shall appear over the seal or stamp on all documents prepared by the architect for use in this state.

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In 2017, Rule 4.5.2.C was added to clarify that plans, specifications, drawings, reports or other documents will be deemed to have been prepared under the responsible control of an architect only when:

1. the client requesting preparation of such plans, specifications, drawings, reports or other documents makes the request directly to the architect, or to the architect's employee, so long as the architect has the right to control and direct the employee in the material details of how the work is to be performed; and
2. the architect supervises, directs and is involved in the preparation of the plans, specifications, drawings, reports or other documents and has input into and full knowledge of their preparation prior to their completion; and
3. the architect reviews the final plans, specifications, drawings, reports or other documents; and
4. the architect has the authority to, and does, make any necessary and appropriate changes to the final plans, specifications, drawings, reports or other documents; and
5. contributions of information or predrawn detail items or detail units that are incidental to and intended to be integrated into an architect's technical submissions are from trusted sources (including, but not limited to, manufacturers, installers, consultants, owners, or contractors), are subject to appropriate review, and are then coordinated and integrated into the design by the architect.

Subsection D was also added to clarify what does not constitute responsible control: “Review, or review and correction, of technical submissions after they have been prepared by others outside of the architect's employ does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed professional knowledge of the content of such submissions throughout their preparation.”
Miss. Admin. Code 30-4-201:4.5.2.D.

These changes were designed to “reflect[] current practice by which the architect's final construction documents may comprise the work of other professionals as well as work of the architect. It covers architects registered in this state who may be engaged to do a portion of the work without being subject to the principal architect's supervisory control. If an architect does not expect to be responsible for the adequacy of the architect's consultant's work, the architect should not sign or seal such work.”
Miss. Admin. Code 30-4-201:4.5.2, Commentary.

Rule 3.4 Seal of Registrant

Upon official notification of registration, the architect shall secure an official seal or rubber stamp for use in this state. Seals are to be circular in form and 1 ½ inches in diameter. A copy of the design is shown, and shall contain the following information: Name, registration number, and the words "Registered Architect State of Mississippi”.

A sample of the seal impression or rubber stamp imprint shall be furnished to the Board within sixty (60) days of the date shown on the Official Notice of Registration letter. The architect’s license shall not be considered active, thus practice will not be allowed, until the Board or its designee has received and approved the architect’s seal. Failure to provide proof of seal shall result in disciplinary action by the Board.

Architects may continue to use seals obtained prior to the adoption of this rule, which are in conformance with prior Board rules. All seals obtained subsequent to the adoption of this rule shall strictly conform to the requirements herein set forth.

It is the responsibility of the registrant to comply with the requirements for use of the seal.

Miss. Admin. Code 30-4-201:3.4.

Land Surveying

Mississippi Board of Licensure for Professional Engineers and Surveyors, Rules and Regulations of Procedure, codified in Miss. Admin. Code 30-12-901, Available at: www.pepls.state.ms.us

Professional Statutes – Mississippi Code Annotated – Title 73. Professions and Vocations
Chapter 13. Engineers and Land Surveyors – Sections 73-13-71 through 73-13-105

Responsible Charge:

According to Rule 2.9 Board of Licensure for Professional Engineers and Surveyors’ Rules and Regulations of Procedure, “responsible charge” means “direct control and personal supervision of engineering work or surveying work done by oneself or by others over which the professional engineer or surveyor exercises supervisory authority under an employer-employee relationship.” Miss. Admin. Code 30-12-901:2.9.

Stamping and Sealing:

Miss. Code Ann. § 73-13-83 (2017) - Land Surveyor’s Certificate of Licensure

Upon licensure, surveyors are required to obtain a seal. The seal can vary depending upon when the survey obtains its license and whether the surveyor is also a licensed professional engineer:

- Each person licensed as a professional surveyor after June 30, 1991, but prior to July 1, 2004, shall, upon licensure, obtain a seal of the design authorized by the board, bearing the licensee's name and the legend “Registered Professional Land Surveyor.”
- Each person licensed as a professional land surveyor after June 30, 1991, but prior to July 1, 2004, who is also licensed as a professional engineer in accordance with Sections 73-13-1 through 73-13-45 may also obtain one (1) seal bearing the licensee's name and the legend “Registered Professional Engineer and Professional Land Surveyor.”

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Regardless of the type of survey, a plat or survey shall bear the name, address, date of field survey, and signature and seal (either embossed or stamped) of the licensee in responsible charge. This signature and seal is certification that the survey meets the requirements of the Standards of Practice for Surveyors in Mississippi as adopted by the Mississippi Board of Licensure for Professional Engineers and Surveyors. Other regulations including the Manual of Instructions for the Survey of U.S. Public Lands and all subdivision Laws and regulations of the State of Mississippi Statutes shall also be followed. Miss. Admin. Code 30-12-901:21.3.p.	• Any person who, before July 1, 1991, but prior to July 1, 2004, was licensed under this chapter as a land surveyor or as both a professional engineer and a land surveyor may continue to use the seal or seals that he obtained and that were authorized by the board to be used by such person before July 1, 1991. • From and after July 1, 2004, each person licensed as a professional surveyor shall, upon licensure, obtain a seal of the design and authorized by the board, bearing the licensee's name and the legend "Professional Surveyor." • From and after July 1, 2004, each person licensed as a professional surveyor, who is also licensed as a professional engineer, may also obtain a seal bearing the licensee's name and the legend "Professional Engineer and Professional Surveyor." "Plats, maps and reports prepared by a licensee shall be stamped with the seal during the life of the licensee's certificate, but it shall be unlawful for anyone to stamp or seal any documents with the seal after the certificate of the licensee named thereon has expired or been revoked or suspended. It shall be unlawful for anyone other than the licensee to whom the seal has been issued to stamp or seal any documents utilizing such seal." Miss. Code. Ann. § 73-13-83 (2017). **Rule 14** of the Board of Licensure for Professional Engineers and Surveyors' Rules and Regulations of Procedure discussed above with respect to professional engineers applies equally to seals of surveyors.

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Engineering

Missouri Division of Professional Registration Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects – http://pr.mo.gov/professionalengineers.asp

Professional Statutes – Vernon's Annotated Missouri Statutes – Title XXII. Occupations and Professions
Chapter 327. Architects, Engineers, Land Surveyors and Landscape Architects – Sections 327.181-327.271. Engineers
http://www.moga.mo.gov/mostatutes/chapters/chapText327.html

Professional Regulations – Missouri Code of State Regulations – Title 20. Department of Insurance, Financial Institutions and Professional Registration
Division 2030. Missouri Board for Architects, Engineers, Land Surveyors and Landscape Architects
https://www.sos.mo.gov/adrules/csr/current/20csr/20csr#20-2030

Responsible Charge:

"Responsible Charge" means the independent direct control of a licensee's work and personal supervision of such work pertaining to the practice of engineering, land surveying, or landscape architecture. V.A.M.S. §327.011(16).

Professional engineers shall be in responsible charge of all engineering design of buildings, structures, products, machines, processes, and systems that can affect the health, safety, and welfare of the public within their scope of practice. V.A.M.S. § 327.181.

Additional guidance regarding specifications, drawings, reports, engineering surveys or other documents ("**Documents**") is provided by 20 MO ADC §2030-13.010:

- Documents will be deemed to have been prepared under the immediate personal supervision of an engineer licensed with the board ("Engineer") only when the following circumstances exist:
  - (A) The client requesting preparation of the Documents makes the request directly to the Engineer or his or her employee so long as the employee works in the Engineer's place of business and not a separate location;
  - (B) The Engineer shall supervise each step of the preparation of the Documents and has input into their preparation prior to their completion;
  - (C) The Engineer reviews the final Documents and is able to, and does make, necessary and appropriate changes to them; and
  - (D) In circumstances where an Engineer in responsible charge of the work is unavailable to complete the work, or the work is a

Stamping and Sealing:

Sealing Requirements V.A.M.S. §327.411 provides the following sealing requirements for licensed professional engineers:

- Each licensed professional engineer ("Engineer") shall have a personal seal in a form prescribed by the board, and he or she shall affix the seal to all final technical submissions.
- Technical submissions shall include, but are not limited to, drawings, specifications, plats, surveys, exhibits, reports, and certifications of construction prepared by the Engineer, or under his or her immediate personal supervision. The Engineer shall either prepare or personally supervise the preparation of all documents sealed by the Engineer, and he or she shall be held personally responsible for the contents of all such documents sealed by him or her, whether prepared or drafted by another licensee or not.
- The personal seal of an Engineer shall be the legal equivalent of his or her signature whenever and wherever used, and the owner of the seal shall be responsible for the engineering documents when he or she places his or her personal seal on such technical submissions to be used in connection with any architectural or engineering project or survey or landscape architectural project.
- Engineers shall undertake to perform professional engineering services only when they are qualified by education, training, and experience in the specific technical areas involved.
- Any Engineer may, but is not required to, attach a statement over his or her signature, authenticated by his or her personal seal, specifying the particular technical submissions, or portions thereof, intended to be authenticated by the seal, and disclaiming any responsibility for all other technical submissions relating to or intended to be used for any part or parts of the architectural or engineering project or survey or landscape architectural project.
- Engineers are not required to seal preliminary or incomplete documents.

Further guidance is provided by 20 MO ADC 2030-3.060:

- In addition to the personal seal, the Engineer shall also affix his or her signature and place the date when the document was originally sealed, at the minimum, to the original of each sheet in a set of Documents which were prepared by the Engineer or under his or her immediate personal supervision. The "signature" is a handwritten identification containing the name of the person who applied it; or for electronic or digital documents shall mean an electronic authentication process attached to or logically associated with the document. The digital signature must be unique to, and under the sole control of the person using it; it must also be capable of verification and be linked to a document in such manner that the digital signature is invalidated if any data on the document is altered.

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adaptation of a standard design drawing, or the work is a design drawing signed and sealed by an out-of-jurisdiction engineer, a successor Engineer may take responsible charge by performing all professional services to include developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor engineer but must clearly and accurately reflect the successor engineer's work. The burden is on the successor engineer to show such compliance. The successor engineer shall have control of and responsibility for the work product and the signed and sealed originals of all Documents.

- The Engineer shall supervise each step of the preparation of the Documents and has input into their preparation prior to their completion.
- The Engineer reviews the final Documents and is able to, and does make, necessary and appropriate changes to them.

- Documents that are without an electronic signature or authentication process and are transmitted electronically shall have the seal removed and the following inserted in its place: “This media should not be considered a certified document.”
- When revisions are made, the Engineer who made the revisions or under whose immediate personal supervision the revisions were made shall sign, seal and date each sheet and provide an explanation of the revisions.
- In lieu of signing, sealing and dating each page, the Engineer may sign, seal and date the title page, an index page, or a seals page on bound multiple page documents not considered to be drawings, providing that the signed page clearly identifies all of the other pages comprising the bound volume. Provided further that any of the other pages which were prepared by, or under the immediate personal supervision of another licensee be signed, sealed and dated as provided for, by the other licensee. Any additions, deletions or other revision shall not be made unless signed, sealed and dated by the licensee who made the revisions or under whose immediate personal supervision the revisions were made.
- Documents or instruments shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase, “Preliminary, not for construction, recording purposes or implementation” or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete.
- In the instance of an Engineer performing design for other licensees to incorporate into his or her documents, each licensee shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.
- The signing and sealing Documents not prepared by the Engineer or under his or her immediate personal supervision is prohibited.

Form of Seal is addressed by 20 MO ADC 2030-3.060. Each Engineer (not including interns or individuals “in-training”) shall, at his or her own expense, secure a seal one and three-quarters inches (1 3/4”) in diameter and shall consist of two concentric circles between which shall appear in roman capital letters, the words, “State of Missouri” on the upper part of the seal and “Professional Engineer” on the lower part, and within the inner circle shall appear the name of the licensee, together with his or her license number preceded by the roman capital letters PE for Professional Engineer. Additionally, the seal of an engineer licensed prior to January 1, 2002 may display “Registered Professional Engineer” on the lower part and within the inner circle shall appear the name of the licensee, together with his or her license number preceded by the roman capital letter E.

Title Block is addressed by 20 MO ADC 2030-2.050. An engineering entity shall incorporate a title block on all drawings, exhibits, plans, plats, maps, and surveys that are required to be signed and sealed. The title block must, at a minimum, contain the following information:

(A) The name of the licensee either as a sole proprietor, partnership, corporation, limited liability company, or other appropriate entity;
(B) The licensee’s address and phone number;
(C) Name or identification of project;
(D) Address/location of project (city/county and state);
(E) Date prepared;
(F) Space for the licensee’s signature, date, and seal;
(G) The printed name, discipline, and license number of the person sealing the document; and
(H) The printed name, discipline, and certificate of authority number of the corporation.

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Architecture

Missouri Division of Professional Registration Board for Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects – http://pr.mo.gov/architects.asp

Professional Statutes – Vernon's Annotated Missouri Statutes – Title XXII. Occupations and Professions
Chapter 327. Architects, Engineers, Land Surveyors and Landscape Architects – Sections 327.091-327.172. Architects
http://www.moga.mo.gov/mostatutes/chapters/chapText327.html

Professional Regulations – Missouri Code of State Regulations – Title 20. Department of Insurance, Financial Institutions and Professional Registration
Division 2030. Missouri Board for Architects, Engineers, Land Surveyors and Landscape Architects
https://www.sos.mo.gov/adrules/csr/current/20csr/20csr#20-2030

Responsible Charge:

"**Responsible Charge**" means the independent direct control of a licensee's work and personal supervision of such work pertaining to the practice of engineering, land surveying, or landscape architecture. V.A.M.S. §327.011(16).

Architects shall be in responsible charge of all architectural design of buildings and structures that can affect the health, safety, and welfare of the public within their scope of practice. V.A.M.S. § 327.091.

Additional guidance regarding specifications, drawings, reports, engineering surveys or other documents ("Documents") is provided by 20 MO ADC §2030-13.010:

- Documents will be deemed to have been prepared under the immediate personal supervision of an architect licensed with the board ("Architect") only when the following circumstances exist:
  - (A) The client requesting preparation of the Documents makes the request directly to the Architect or his or her employee so long as the employee works in the Architect's place of business and not a separate location;
  - (B) The Architect shall supervise each step of the preparation of the Documents and has input into their preparation prior to their completion;
  - (C) The Architect reviews the final Documents and is able to, and does make, necessary and appropriate changes to them; and
  - (D) In circumstances where an Architect in responsible charge of the work is unavailable to complete the work, or the work is a site adaptation of a standard design drawing, or the work is a design

Stamping and Sealing:

V.A.M.S. §327.411 provides the following sealing requirements for licensed architects:

- Each licensed architect ("Architect") shall have a personal seal in a form prescribed by the board, and he or she shall affix the seal to all final technical submissions.
- Technical submissions shall include, but are not limited to, drawings, specifications, plats, surveys, exhibits, reports, and certifications of construction prepared by the Architect, or under his or her immediate personal supervision. The Architect shall either prepare or personally supervise the preparation of all documents sealed by the Architect, and he or she shall be held personally responsible for the contents of all such documents sealed by him or her, whether prepared or drafted by another licensee or not.
- The personal seal of an Architect shall be the legal equivalent of his or her signature whenever and wherever used, and the owner of the seal shall be responsible for the architectural documents when he or she places his or her personal seal on such technical submissions to be used in connection with any architectural or engineering project or survey or landscape architectural project.
- Architects shall undertake to perform professional engineering services only when they are qualified by education, training, and experience in the specific technical areas involved.
- Any Architect may, but is not required to, attach a statement over his or her signature, authenticated by his or her personal seal, specifying the particular technical submissions, or portions thereof, intended to be authenticated by the seal, and disclaiming any responsibility for all other technical submissions relating to or intended to be used for any part or parts of the architectural or engineering project or survey or landscape architectural project.
- Architects are not required seal preliminary or incomplete documents.

Further guidance is provided by 20 MO ADC 2030-3.060:

- In addition to the personal seal, the Architect shall also affix his or her signature and place the date when the document was originally sealed, at the minimum, to the original of each sheet in a set of Documents which were prepared by the Architect or under his or her immediate personal supervision. The "signature" is a handwritten identification containing the name of the person who applied it; or for electronic or digital documents shall mean an electronic authentication process attached to or logically associated with the document. The digital signature must be unique to, and under the sole control of the person using it; it must also be capable of verification and be linked to a document in such manner that the digital signature is invalidated if any data on the document is altered.

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drawing signed and sealed by an out-of-jurisdiction architect, a successor architect may take responsible charge by performing all professional services to include developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The non-professional services, such as drafting, need not be redone by the successor architect but must clearly and accurately reflect the successor architect's work. The burden is on the successor architect to show such compliance. The successor architect shall have control of and responsibility for the work product and the signed and sealed originals of all Documents.

- The Architect shall supervise each step of the preparation of the Documents and has input into their preparation prior to their completion.
- The Architect reviews the final Documents and is able to, and does make, necessary and appropriate changes to them.

- Documents that are without an electronic signature or authentication process and are transmitted electronically shall have the seal removed and the following inserted in its place: “This media should not be considered a certified document.”
- When revisions are made, the Architect who made the revisions or under whose immediate personal supervision the revisions were made shall sign, seal and date each sheet and provide an explanation of the revisions.
- In lieu of signing, sealing and dating each page, the Architect may sign, seal and date the title page, an index page, or a seals page on bound multiple page documents not considered to be drawings, providing that the signed page clearly identifies all of the other pages comprising the bound volume. Provided further that any of the other pages which were prepared by, or under the immediate personal supervision of another licensee be signed, sealed and dated as provided for, by the other licensee. Any additions, deletions or other revision shall not be made unless signed, sealed and dated by the licensee who made the revisions or under whose immediate personal supervision the revisions were made.
- Documents or instruments shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase, “Preliminary, not for construction, recording purposes or implementation” or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete.
- In the instance of an Architect performing design for other licensees to incorporate into his or her documents, each licensee shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.
- The signing and sealing Documents not prepared by the Architect or under his or her immediate personal supervision is prohibited.

Form of Seal is addressed by 20 MO ADC 2030-3.060. Each Architect (not including interns or individuals “in-training”) shall, at his or her own expense, secure a seal one and three-quarters inches (1 3/4”) in diameter and shall consist of two concentric circles between which shall appear in roman capital letters, the words, “State of Missouri” on the upper part of the seal and “Architect” on the lower part, and within the inner circle shall appear the name of the licensee, together with his or her license number preceded by the roman capital letter A for Architect. The seal of an architect licensed prior to January 1, 2002 may display “Registered Architect” on the lower part and within the inner circle shall appear the name of the licensee, together with his or her license number preceded by the roman capital letter A.

Title Block is addressed by 20 MO ADC 2030-2.050. An architecture entity shall incorporate a title block on all drawings, exhibits, plans, plats, maps, and surveys that are required to be signed and sealed. The title block must, at a minimum, contain the following information:

(A) The name of the licensee either as a sole proprietor, partnership, corporation, limited liability company, or other appropriate entity;
(B) The licensee’s address and phone number;
(C) Name or identification of project;
(D) Address/location of project (city/county and state);
(E) Date prepared;
(F) Space for the licensee’s signature, date, and seal;
(G) The printed name, discipline, and license number of the person sealing the document; and
(H) The printed name, discipline, and certificate of authority number of the corporation.

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Land Surveying

Missouri Division of Professional Registration Board For Architects, Professional Engineers, Professional Land Surveyors and Professional Landscape Architects – http://pr.mo.gov/professionallandsurveyors.asp

Professional Statutes – Vernon's Annotated Missouri Statutes – Title XXII. Occupations and Professions
Chapter 327. Architects, Engineers, Land Surveyors and Landscape Architects – Sections 327.272-327.371. Land Surveyors
http://www.moga.mo.gov/mostatutes/chapters/chapText327.html

Responsible Charge:

"**Responsible Charge**" means the independent direct control of a licensee's work and personal supervision of such work pertaining to the practice of engineering, land surveying, or landscape architecture. V.A.M.S. §327.011(16).

Professional land surveyors shall be in responsible charge of all drawings, maps, surveys, and other work product that can affect the health, safety, and welfare of the public within their scope of practice. V.A.M.S. § 327.272.

Additional guidance regarding plats, maps, preliminary subdivision plans, drawings, reports, descriptions, surveys or other documents ("Survey Documents") is provided by 20 MO ADC §2030-13.020:

- Survey Documents will be deemed to have been prepared under the immediate personal supervision of a professional land surveyor licensed with the board ("Surveyor") only when:
  - (A) The client requesting preparation of Survey Documents makes the request directly to the Surveyor or his or her employee, so long as the employee works in the Surveyor's place of business and not at a separate location;
  - (B) The Surveyor shall supervise each step of the preparation of the Survey Documents and has input into their preparation prior to their completion; and
  - (C) The Surveyor reviews the final Survey Documents and makes necessary and appropriate changes to them.

Stamping and Sealing:

V.A.M.S. §327.411 provides the following sealing requirements for licensed professional land surveyors:

- Each licensed professional land surveyor ("Surveyor") shall have a personal seal in a form prescribed by the board, and he or she shall affix the seal to all final technical submissions.
- Technical submissions shall include, but are not limited to, drawings, specifications, plats, surveys, exhibits, reports, and certifications of construction prepared by the Surveyor, or under his or her immediate personal supervision. The Surveyor shall either prepare or personally supervise the preparation of all documents sealed by the Surveyor, and he or she shall be held personally responsible for the contents of all such documents sealed by him or her, whether prepared or drafted by another licensee or not.
- The personal seal of a Surveyor shall be the legal equivalent of his or her signature whenever and wherever used, and the owner of the seal shall be responsible for the land surveying documents when he or she places his or her personal seal on such technical submissions to be used in connection with any architectural or engineering project or survey or landscape architectural project.
- Surveyors shall undertake to perform professional land surveying services only when they are qualified by education, training, and experience in the specific technical areas involved.
- Any Surveyor may, but is not required to, attach a statement over his or her signature, authenticated by his or her personal seal, specifying the particular technical submissions, or portions thereof, intended to be authenticated by the seal, and disclaiming any responsibility for all other technical submissions relating to or intended to be used for any part or parts of the architectural or engineering project or survey or landscape architectural project.
- Surveyors are not required seal preliminary or incomplete documents.

Further guidance is provided by 20 MO ADC 2030-3.060:

- In addition to the personal seal, the Surveyor shall also affix his or her signature and place the date when the document was originally sealed, at the minimum, to the original of each sheet in a set of Documents which were prepared by the Surveyor or under his or her immediate personal supervision. The "signature" is a handwritten identification containing the name of the person who applied it; or for electronic or digital documents shall mean an electronic authentication process attached to or logically associated with the document. The digital signature must be unique to, and under the sole control of the person using it; it must also be capable of verification and be linked to a document in such manner that the digital signature is invalidated if any data on the document is altered.
- Documents that are without an electronic signature or authentication process and are transmitted electronically shall have the seal removed and the following inserted in its place: "This media should not be considered a certified document."
- When revisions are made, the Surveyor who made the revisions or under whose immediate personal supervision the revisions were made shall sign, seal and date each sheet and provide an explanation of the revisions.

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During a land survey the Surveyor shall:

(A) Supervise and review prior to making the survey the acquisition of all necessary records and data including, but not limited to, deeds, maps, certificates of title, abstracts of title, section line and other boundary line locations in the vicinity;

(B) Supervise and review prior to making the survey the analysis of all the record data in order to determine the most nearly correct legal boundaries of the tract to be surveyed;

(C) Supervise and review the investigation of the selection of the ground control (such as section corners, block corners, survey corners or other corners or monuments found) as a result of the filed survey to be used to position the survey on the ground; and

(D) Supervise and review the execution of the survey, the survey computations and the preparation of the drawing.

- In lieu of signing, sealing and dating each page, the Surveyor may sign, seal and date the title page, an index page, or a seals page on bound multiple page documents not considered to be drawings, providing that the signed page clearly identifies all of the other pages comprising the bound volume. Provided further that any of the other pages which were prepared by, or under the immediate personal supervision of another licensee be signed, sealed and dated as provided for, by the other licensee. Any additions, deletions or other revision shall not be made unless signed, sealed and dated by the licensee who made the revisions or under whose immediate personal supervision the revisions were made.
- Documents or instruments shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase, “Preliminary, not for construction, recording purposes or implementation” or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete.
- In the instance of a Surveyor performing design for other licensees to incorporate into his or her documents, each licensee shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.
- The signing and sealing Documents not prepared by the Surveyor or under his or her immediate personal supervision is prohibited.

Form of Seal is addressed by 20 MO ADC 2030-3.060. Each Surveyor (not including interns or individuals “in-training”) shall, at his or her own expense, secure a seal one and three-quarters inches (1 3/4”) in diameter and shall consist of two concentric circles between which shall appear in roman capital letters, the words, “State of Missouri” on the upper part of the seal and “Professional Land Surveyor” on the lower part, and within the inner circle shall appear the name of the licensee, together with his or her license number preceded by the roman capital letters PLS for Professional Land Surveyor. The seal of a professional land surveyor licensed prior to January 1, 2002 may display “Registered Land Surveyor” on the lower part and within the inner circle shall appear the name of the licensee, together with his or her license number preceded by the roman capital letters LS.

Title Block is addressed by 20 MO ADC 2030-2.050. A land surveying entity shall incorporate a title block on all drawings, exhibits, plans, plats, maps, and surveys that are required to be signed and sealed. The title block must, at a minimum, contain the following information:

(A) The name of the licensee either as a sole proprietor, partnership, corporation, limited liability company, or other appropriate entity;
(B) The licensee’s address and phone number;
(C) Name or identification of project;
(D) Address/location of project (city/county and state);
(E) Date prepared;
(F) Space for the licensee’s signature, date, and seal;
(G) The printed name, discipline, and license number of the person sealing the document; and
(H) The printed name, discipline, and certificate of authority number of the corporation.

Montana

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Engineering

Montana Board of Professional Engineers and Professional Land Surveyors http://boards.bsd.dli.mt.gov/pel
Professional Statutes – Montana Code Annotated, Title 37. Professions and Occupations, Chapter 67. Engineers and Land Surveyors
State Regulations – Administrative Rules of Montana, Rule Chapter. 24.183

Responsible Charge:

Mont. Code Ann. § 37-67-101(11)
Montana statutory code defines the term "responsible charge" as the direct charge and control and personal supervision either of engineering work or of land surveying. Only a professional engineer or a professional land surveyor may legally assume responsible charge under this chapter.

Mont. Code Ann. § 37-67-101(9)
A "professional engineer" is a person who, by reason of special knowledge and the use of the mathematical, physical, and engineering sciences and the principles and methods of engineering analysis and design acquired by engineering education and engineering experience, is qualified to practice engineering and who has been licensed as a professional engineer by the board.

Stamping and Sealing:

Mont. Code Ann. § 37-67-314

Issuance of Licenses – Seal of Professional Engineer or Professional Land Surveyor.

(1) The department shall issue to an applicant who, in the opinion of the board, has met the requirements of this chapter a license authorizing the applicant to engage in the practice of engineering or the practice of land surveying and to assume responsible charge of engineering or land surveying projects in this state. The license for a professional engineer must carry the designation "professional engineer" and for a professional land surveyor "professional land surveyor" and must include the full name and license number of the licensee.

(2) Each licensee may, upon licensure, obtain a seal of a design authorized by the board. The licensee shall sign, date, and seal professional or technical documents created in the practice of professional engineering or professional land surveying.

(3) A license is prima facie evidence that the named person is entitled to all rights, privileges, and responsibilities of a professional engineer or professional land surveyor while the license remains valid

(4) It is unlawful for a licensee whose license has expired to sign or seal any professional or technical document or be in responsible charge of a professional engineering or professional land surveying project.

Admin. R. Mont. § 24.183.511

LICENSE SEAL – FORM AND USE.

(1) Individuals licensed as a Professional Engineer, Professional Land Surveyor, or Professional Engineer and Professional Land Surveyor may obtain a seal in the form of an embossing or rubber stamp or digital seal to be used for purposes of sealing printed drawings, specifications, and other documents prepared by or under the supervision of the licensee.

(2) A licensee's seal must contain the licensee's name, license number (such as #####PE, #####LS, or #####ES), and the applicable legend "Professional Engineer," "Professional Land Surveyor," or "Professional Engineer and Land Surveyor."
(3) Seals of the following commercial designated sizes and types are authorized:
(a) pocket seal, the size commercially designated as a 1-5./8 inch seal;
(b) a desk seal or rubber stamp seal the size commercially designated as a two inch seal;

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(c) 2” rubber stamp seal.
(d) A digital seal may be reduced in size to one-half of the size of the original seal.

(4) The seal, digital seal, and the signature must be of sufficient print quality to legibly reproduce on all copies or prints of final original drawings to which they are applied.

(5)) The title page of all plans and documents filed with public authorities must bear the seal and original signature of the licensee in responsible charge.

(6) Licensees may use a digital seal for stamping plans, specifications, survey documents, and reports.

Architecture

Montana Board of Architects and Landscape Architects http://boards.bsd.dli.mt.gov/arc
Professional Statutes – Montana Code Annotated, Title 37. Professions and Occupations, Chapter 65. Architecture
State Regulations – Administrative Rules of Montana, Rule Chapter. 24.114

Responsible Charge:

Admin. R. Mont. § 24.114.301(15)
Montana statutory code defines the term “responsible control” as the amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered architects and landscape architects applying the required professional “standard of care” including but not limited to an architect's integration of information from manufacturers, suppliers, installers, the architect's consultants, owners, contractors, or other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect's technical submissions if the architect has coordinated and reviewed such information. Other review, or review and correction, of technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed professional knowledge of the content of such submissions throughout their preparation. Any licensed architect signing or sealing technical submissions not prepared by that architect but prepared under that architect's responsible control by someone not regularly employed in the office of the architect shall maintain and make available to the board upon request for at least five years following such signing and sealing adequate and complete records demonstrating the nature and extent of the architect's control over and detailed knowledge of such technical submissions throughout their preparation.

Mont. Code Ann. § 37-65-102(1)
An “architect” is a person who is technically and legally qualified to practice architecture and who is authorized under this chapter to practice architecture.

Stamping and Sealing:

Mont. Code Ann. § 37-65-308
Every licensed architect must have a seal that must contain the name of the architect, the city and state of the architect's place of business, the architect's license number, and the words "Licensed Architect, State of Montana".

Admin. R. Mont. § 24.114.402
All technical submissions prepared by an architect must be stamped and signed with the architect's seal. The permit set must bear the architect's original signature. Electronically generated seals and signatures are acceptable under this rule.

Seal Ordering Information
The Montana Board of Architects and Landscape Architects no longer orders seals for licensees. The only requirement is that the seal meet the specifications identified in Admin. R. Mont. 24.114.402.
http://b.bsd.dli.mt.gov/license/bsd_boards/arc_board/pdf/seal_info.pdf

Montana

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Land Surveying

Montana Board of Professional Engineers and Professional Land Surveyors http://boards.bsd.dli.mt.gov/pel
Professional Statutes – Montana Code Annotated, Title 37. Professions and Occupations, Chapter 67. Engineers and Land Surveyors
State Regulations – Administrative Rules of Montana, Rule Chapter. 24.183

Responsible Charge:

Mont. Code Ann. § 37-67-101(11)
Montana statutory code defines the term "responsible charge" as the direct charge and control and personal supervision either of engineering work or of land surveying. Only a professional engineer or a professional land surveyor may legally assume responsible charge under this chapter.

Mont. Code Ann. § 37-67-101(10)
A "professional land surveyor" is a person who: (a) has been licensed as a land surveyor by the board; (b) is a professional specialist in the technique, analysis, and application of measuring land; (c) is skilled and educated in the principles of mathematically related physical and applied sciences, relevant requirements of law for adequate evidence, and all requisites to the surveying of real property; and (d) is engaged in the practice of land surveying.

Stamping and Sealing:

Mont. Code Ann. § 37-67-314

Issuance of Licenses – Seal of Professional Engineer or Professional Land Surveyor.

(1) The department shall issue to an applicant who, in the opinion of the board, has met the requirements of this chapter a license authorizing the applicant to engage in the practice of engineering or the practice of land surveying and to assume responsible charge of engineering or land surveying projects in this state. The license for a professional engineer must carry the designation "professional engineer" and for a professional land surveyor "professional land surveyor" and must include the full name and license number of the licensee.

(2) Each licensee may, upon licensure, obtain a seal of a design authorized by the board. The licensee shall sign, date, and seal professional or technical documents created in the practice of professional engineering or professional land surveying.

(3) A license is prima facie evidence that the named person is entitled to all rights, privileges, and responsibilities of a professional engineer or professional land surveyor while the license remains valid

(4) It is unlawful for a licensee whose license has expired to sign or seal any professional or technical document or be in responsible charge of a professional engineering or professional land surveying project.

Admin. R. Mont. § 24.183.511

LICENSE SEAL – FORM AND USE.

(1) Individuals licensed as a Professional Engineer, Professional Land Surveyor, or Professional Engineer and Professional Land Surveyor may obtain a seal in the form of an embossing or rubber stamp or digital seal to be used for purposes of sealing printed drawings, specifications, and other documents prepared by or under the supervision of the licensee.
(2) A licensee's seal must contain the licensee's name, license number (such as #####PE, #####LS, or #####ES), and the applicable legend "Professional Engineer," "Professional Land Surveyor," or "Professional Engineer and Land Surveyor."
(3) Seals of the following commercial designated sizes and types are authorized:
(a) pocket seal, the size commercially designated as a 1 5/8-inch seal;
(b) a desk seal or rubber stamp seal the size commercially designated as a two-inch seal;

Montana	Jennifer Kanady FAC Services 800 University Bay Dr., Suite 200 Madison, WI 53705
	(c) 2” rubber stamp seal. (d) A digital seal may be reduced in size to one-half of the size of the original seal. (4) The seal, digital seal, and the signature must be of sufficient print quality to legibly reproduce on all copies or prints of final original drawings to which they are applied. (5) The title page of all plans and documents filed with public authorities must bear the seal and original signature of the licensee in responsible charge. (6) Licensees may use a digital seal for stamping plans, specifications, survey documents, and reports.

Nebraska

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Engineering

The Nebraska Engineers and Architects Regulation Act – https://ea.nebraska.gov/ea-act

Nebraska Administrative Code – Title 110 - Board of Engineers and Architects – https://ea.nebraska.gov/sites/ea.nebraska.gov/files/doc/NBEA_2017_Rules_Revisions_LegislativeCopy.pdf

Responsible Charge & Coordinating Professional:

Pursuant to Neb. Rev. Stat. § 81-3425, "**responsible charge**" means the management of the technical and financial aspects of engineering or architectural work through an organization.

Pursuant to Neb. Rev. Stat. § 81-3418, "organization" means a business entity created by law, including, but not limited to, a partnership, limited liability company, corporation, or joint venture.

Neb. Rev. Stat. § 81-3436 sets forth the requirements for the practice of architecture or engineering by an organization and provides, in relevant part, as follows:

(2) An organization applying for a certificate of authorization shall designate at least one licensed architect as the person in responsible charge of any practice of architecture by the organization and at least one professional engineer as the person in responsible charge of any practice of engineering by the organization. One who renders only occasional professional services for an organization may not be designated as being in responsible charge of the professional activities of an organization under this section.

(3) To obtain a certificate of authorization, a board-approved application shall be filed with the board. The application shall contain the names and license numbers of the individual or individuals designated as in responsible charge and licensed to practice architecture or engineering in Nebraska. Certificates of authorization shall be for a defined period and may be renewed.

(4) An organization shall notify the board of any changes in the status of any individual designated as in responsible charge within thirty days after the effective date of the change.

Section 5.5 of the Nebraska Administrative Code, Title 110 - Board of Engineers and Architects sets forth the following practice standards with respect to responsible charge:

5.5.1 Each organization maintained for the purpose of serving the public through professional engineering or architectural work, including the preparation of drawings, specifications, reports, and the

Stamping and Sealing:

Seal; Contents; Use; Prohibited Acts, Neb. Rev. Stat. § 81-3437.01

(1) Each licensee authorized to practice architecture or engineering must obtain a seal. The design of the seal shall be determined by the board. If a professional engineer's license has been issued in a specific discipline, the discipline shall be specified on the seal. The following information shall be on the seal: State of Nebraska; licensee's name; licensee's license number; and the words Architect or Professional (discipline) Engineer.

(2) Whenever the seal is applied, the licensee's signature shall be across the seal.

(3) The seal and the date of its placement shall be on all technical submissions and calculations whenever presented to a client or any public or governmental agency. It shall be unlawful for a licensee to affix his or her seal or to permit his or her seal to be affixed to any document after the expiration of the certificate or for the purpose of aiding or abetting any other person to evade or attempt to evade the Engineers and Architects Regulation Act.

(4) The seal and date shall be placed on all originals, copies, tracings, or other reproducible drawings and the first and last pages of specifications, reports, and studies in such a manner that the seal, signature, and date will be reproduced and be in compliance with rules and regulations of the board. The application of the licensee's seal shall constitute certification that the work was done by the licensee or under the licensee's control.

(5) In the case of a temporary permit issued to a licensee of another state, the licensee shall use his or her state of licensure seal and shall affix his or her signature and temporary permit to all his or her work.

Technical Submissions by Professional Engineer; Affix Seal and Signature; Conditions, Neb. Rev. Stat. § 81-3454

(1) A professional engineer shall not affix his or her seal and signature to technical submissions that are subject to the Engineers and Architects Regulation Act unless the technical submissions were:

(a) Prepared entirely by the professional engineer;

(b) Prepared entirely under the direct supervision of the professional engineer; or

(c) Prepared partially by others if the professional engineer has reviewed and integrated the work into his or her own technical submissions.

(2) A professional engineer may affix his or her seal to technical submissions not subject to the act if the professional engineer has reviewed or adapted in whole or in part such submissions and integrated them into his or her work.

Section 6.1 of the Nebraska Administrative Code, Title 110, sets forth the following practice standards with respect to use of a seal:

6.1.1 Each person licensed as an architect or professional engineer must have a seal that bears the licensee's name, their license number, the words "State of Nebraska," and whether the individual is licensed to practice as a professional engineer, with discipline specified, or an architect.

6.1.2 The purpose of the seal is to assist in identification of the design professional responsible for work performed under the requirements of the Engineers and Architects Regulation Act.

6.1.3 The seal used by an architect or professional engineer shall be legible, whether an embossing, computer generated, or other type of seal.

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administration of contract documents, shall have a qualified architect or professional engineer in responsible charge of the work.

Pursuant to Neb. Rev. Stat. § 81-3408, "**Coordinating Professional**" means a licensee who coordinates, as appropriate, the work of all licensees involved in a project.

Neb. Rev. Stat. § 81-3437.02 sets forth the designation and duties of the Coordinating Professional and provides as follows:

(1) Projects involving more than one licensed architect or professional engineer shall have an architect or professional engineer designated as the Coordinating Professional for the entire project. The Coordinating Professional may, but need not, provide architectural or engineering services on the project. The Coordinating Professional shall apply his or her seal in accordance with the Engineers and Architects Regulation Act to the cover sheet of all documents and denote the seal as that of the Coordinating Professional.

(2) The Coordinating Professional shall be responsible for reviewing and coordinating technical documents prepared by others for compatibility with the design of the project.

Section 6.3 of the Nebraska Administrative Code, Title 110 - Board of Engineers and Architects sets forth the following practice standards with respect to the Coordinating Professional:

6.3.1 The Coordinating Professional is a licensed professional engineer or architect recognized as such by the project owner.

6.3.2 The Coordinating Professional's role is:

6.3.2.1 To coordinate communication between the design professionals related to technical documents on the project;

6.3.2.2 To act as project liaison with the governing building official; and

6.3.2.3 To verify that all design disciplines involved in a project are working in coordination with one another, and that any changes made to the design are approved by the corresponding discipline, so that life, health, safety, and welfare are not compromised.

6.3.3 The Coordinating Professional's seal does not indicate responsible charge or direct supervision of the work.

6.3.4 The Coordinating Professional must use the following language in conjunction with their individual seal for identification as the Coordinating Professional*: "I, (name of licensee), am the Coordinating Professional on the (name of project) project."*

6.1.4 The responsible architect or professional engineer shall identify all work that they have prepared, as well as all work that has been prepared under their direct supervision, by applying their seal to each sheet of original drawings.

6.1.5 All specifications, reports, studies, and other documents prepared as architectural or professional engineering services shall be sealed on the title page and/or the first page, as well as the last page, of the document by the individual architect or professional engineer responsible for the work. Two or more architects or professional engineers may affix their signatures and seals to a sheet provided it is designated by a note under the seal the specific subject matter for which each is responsible.

6.1.6 No seal shall be valid unless signed across the face of the seal with the architect's or professional engineer's name and the date on which the material was signed.

6.1.7 Documents clearly marked as "Draft" prepared for preliminary submission and review do not require the professional's seal, signature, and date, including documents prepared for a client or governmental agency, unless otherwise required by that entity.

6.1.8 Architects and professional engineers are responsible for providing adequate security over their seal and signature wherever it appears, regardless of whether the seal and signature is produced electronically or by other means.

6.1.9 Record and as-built drawings.

6.1.9.1 Architects and professional engineers are not obligated to seal record or as-built drawings.

6.1.9.2 If an architect or professional engineer elects to seal record or as-built drawings, the seal may be applied only to the work over which the architect or professional engineer had direct supervision or which the architect or professional engineer personally observed during construction.

6.1.9.3 Architects and professional engineers shall not seal drawings that represent changes not actually observed during construction.

6.1.9.4 Architects and professional engineers may include notations on record or as-built drawings that indicate the work that they can actually confirm based on information obtained through observation, interview, samples, and other reliable sources, such as the following: *These record drawings are a compilation of a copy of the sealed [engineering/ architectural] drawings for this project, as modified by addenda, change orders, and information furnished by the contractor or others on the project. The information shown on the record drawings that was provided by the contractor or others not associated with the design [engineer/architect] cannot be verified for accuracy or completeness. The original sealed drawings are on file at the offices of [...].*

6.1.9.5 Alternatively, architects and professional engineers may seal and sign a cover letter stating what they have determined to be as-built through their own research and attach the letter to the drawings or plans.

<u>Section 6.2 of the Nebraska Administrative Code, Title 110, addresses the use of previously sealed project documents:</u>

6.2.1 Design documents prepared for projects that are designed by architects and professional engineers licensed in jurisdictions other than Nebraska may be used for the construction of the project in Nebraska if reviewed, revised as appropriate, and sealed by an architect or professional engineer licensed in Nebraska under the following circumstances:

6.2.1.1 The original architects and/or professional engineers provide written consent for the adaptation of the documents or, if such permission cannot reasonably be obtained, the architect or professional engineer seeking to adapt the documents provides a written explanation of the circumstances that prevent such permission from being obtained;

6.2.1.2 The documents include appropriate revisions relating to site and local climate considerations;

6.2.1.3 The documents are reviewed for zoning and code compliance, and revised as necessary;

6.2.1.4 The architect or professional engineer in Nebraska accepts full responsibility of the revised documents; and

6.2.1.5 The seal of a coordinating professional is applied, if required.

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Architecture

The Nebraska Engineers and Architects Regulation Act – https://ea.nebraska.gov/ea-act

Nebraska Administrative Code – Title 110 - Board of Engineers and Architects – https://ea.nebraska.gov/sites/ea.nebraska.gov/files/doc/NBEA_2017_Rules_Revisions_LegislativeCopy.pdf

Responsible Charge & Coordinating Professional:

Pursuant to Neb. Rev. Stat. § 81-3425, "**responsible charge**" means the management of the technical and financial aspects of engineering or architectural work through an organization.

Pursuant to Neb. Rev. Stat. § 81-3418, "organization" means a business entity created by law, including, but not limited to, a partnership, limited liability company, corporation, or joint venture.

Neb. Rev. Stat. § 81-3436 sets forth the requirements for the practice of architecture or engineering by an organization and provides, in relevant part, as follows:

(2) An organization applying for a certificate of authorization shall designate at least one licensed architect as the person in responsible charge of any practice of architecture by the organization and at least one professional engineer as the person in responsible charge of any practice of engineering by the organization. One who renders only occasional professional services for an organization may not be designated as being in responsible charge of the professional activities of an organization under this section.

(3) To obtain a certificate of authorization, a board-approved application shall be filed with the board. The application shall contain the names and license numbers of the individual or individuals designated as in responsible charge and licensed to practice architecture or engineering in Nebraska. Certificates of authorization shall be for a defined period and may be renewed.

(4) An organization shall notify the board of any changes in the status of any individual designated as in responsible charge within thirty days after the effective date of the change.

Section 5.5 of the Nebraska Administrative Code, Title 110 - Board of Engineers and Architects sets forth the following practice standards with respect to responsible charge:

5.5.1 Each organization maintained for the purpose of serving the public through professional engineering or architectural work, including the preparation of drawings, specifications, reports, and the

Stamping and Sealing:

Seal; Contents; Use; Prohibited Acts, Neb. Rev. Stat. § 81-3437.01

(1) Each licensee authorized to practice architecture or engineering must obtain a seal. The design of the seal shall be determined by the board. If a professional engineer's license has been issued in a specific discipline, the discipline shall be specified on the seal. The following information shall be on the seal: State of Nebraska; licensee's name; licensee's license number; and the words Architect or Professional (discipline) Engineer.

(2) Whenever the seal is applied, the licensee's signature shall be across the seal.

(3) The seal and the date of its placement shall be on all technical submissions and calculations whenever presented to a client or any public or governmental agency. It shall be unlawful for a licensee to affix his or her seal or to permit his or her seal to be affixed to any document after the expiration of the certificate or for the purpose of aiding or abetting any other person to evade or attempt to evade the Engineers and Architects Regulation Act.

(4) The seal and date shall be placed on all originals, copies, tracings, or other reproducible drawings and the first and last pages of specifications, reports, and studies in such a manner that the seal, signature, and date will be reproduced and be in compliance with rules and regulations of the board. The application of the licensee's seal shall constitute certification that the work was done by the licensee or under the licensee's control.

(5) In the case of a temporary permit issued to a licensee of another state, the licensee shall use his or her state of licensure seal and shall affix his or her signature and temporary permit to all his or her work.

Technical Submissions by Professional Engineer; Affix Seal and Signature; Conditions, Neb. Rev. Stat. § 81-3454

(1) A professional engineer shall not affix his or her seal and signature to technical submissions that are subject to the Engineers and Architects Regulation Act unless the technical submissions were:

(a) Prepared entirely by the professional engineer;
(b) Prepared entirely under the direct supervision of the professional engineer; or
(c) Prepared partially by others if the professional engineer has reviewed and integrated the work into his or her own technical submissions.

(2) A professional engineer may affix his or her seal to technical submissions not subject to the act if the professional engineer has reviewed or adapted in whole or in part such submissions and integrated them into his or her work.

Section 6.1 of the Nebraska Administrative Code, Title 110, sets forth the following practice standards with respect to use of a seal:

6.1.1 Each person licensed as an architect or professional engineer must have a seal that bears the licensee's name, their license number, the words "State of Nebraska," and whether the individual is licensed to practice as a professional engineer, with discipline specified, or an architect.

6.1.2 The purpose of the seal is to assist in identification of the design professional responsible for work performed under the requirements of the Engineers and Architects Regulation Act.

6.1.3 The seal used by an architect or professional engineer shall be legible, whether an embossing, computer generated, or other type of seal. In the absence of legibility, the seal is invalid.

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Neb. Rev. Stat. § 81-3437.02 sets forth the designation and duties of the Coordinating Professional and provides as follows:

(1) Projects involving more than one licensed architect or professional engineer shall have an architect or professional engineer designated as the Coordinating Professional for the entire project. The Coordinating Professional may, but need not, provide architectural or engineering services on the project. The Coordinating Professional shall apply his or her seal in accordance with the Engineers and Architects Regulation Act to the cover sheet of all documents and denote the seal as that of the Coordinating Professional.

(2) The Coordinating Professional shall be responsible for reviewing and coordinating technical documents prepared by others for compatibility with the design of the project.

Section 6.3 of the Nebraska Administrative Code, Title 110 - Board of Engineers and Architects sets forth the following practice standards with respect to the Coordinating Professional:

6.3.1 The Coordinating Professional is a licensed professional engineer or architect recognized as such by the project owner.

6.3.2 The Coordinating Professional's role is:

6.3.2.1 To coordinate communication between the design professionals related to technical documents on the project;

6.3.2.2 To act as project liaison with the governing building official; and

6.3.2.3 To verify that all design disciplines involved in a project are working in coordination with one another, and that any changes made to the design are approved by the corresponding discipline, so that life, health, safety, and welfare are not compromised.

6.3.3 The Coordinating Professional's seal does not indicate responsible charge or direct supervision of the work.

6.3.4 The Coordinating Professional must use the following language in conjunction with their individual seal for identification as the Coordinating Professional*: "I, (name of licensee), am the Coordinating Professional on the (name of project) project."*

6.1.4 The responsible architect or professional engineer shall identify all work that they have prepared, as well as all work that has been prepared under their direct supervision, by applying their seal to each sheet of original drawings.

6.1.5 All specifications, reports, studies, and other documents prepared as architectural or professional engineering services shall be sealed on the title page and/or the first page, as well as the last page, of the document by the individual architect or professional engineer responsible for the work. Two or more architects or professional engineers may affix their signatures and seals to a sheet provided it is designated by a note under the seal the specific subject matter for which each is responsible.

6.1.6 No seal shall be valid unless signed across the face of the seal with the architect's or professional engineer's name and the date on which the material was signed.

6.1.7 Documents clearly marked as "Draft" prepared for preliminary submission and review do not require the professional's seal, signature, and date, including documents prepared for a client or governmental agency, unless otherwise required by that entity.

6.1.8 Architects and professional engineers are responsible for providing adequate security over their seal and signature wherever it appears, regardless of whether the seal and signature is produced electronically or by other means.

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6.1.9.1 Architects and professional engineers are not obligated to seal record or as-built drawings.

6.1.9.2 If an architect or professional engineer elects to seal record or as-built drawings, the seal may be applied only to the work over which the architect or professional engineer had direct supervision or which the architect or professional engineer personally observed during construction.

6.1.9.3 Architects and professional engineers shall not seal drawings that represent changes not actually observed during construction.

6.1.9.4 Architects and professional engineers may include notations on record or as-built drawings that indicate the work that they can actually confirm based on information obtained through observation, interview, samples, and other reliable sources, such as the following: *These record drawings are a compilation of a copy of the sealed [engineering/ architectural] drawings for this project, as modified by addenda, change orders, and information furnished by the contractor or others on the project. The information shown on the record drawings that was provided by the contractor or others not associated with the design [engineer/architect] cannot be verified for accuracy or completeness. The original sealed drawings are on file at the offices of [...].*

6.1.9.5 Alternatively, architects and professional engineers may seal and sign a cover letter stating what they have determined to be as-built through their own research and attach the letter to the drawings or plans.

<u>Section 6.2 of the Nebraska Administrative Code, Title 110, addresses the use of previously sealed project documents:</u>

6.2.1 Design documents prepared for projects that are designed by architects and professional engineers licensed in jurisdictions other than Nebraska may be used for the construction of the project in Nebraska if reviewed, revised as appropriate, and sealed by an architect or professional engineer licensed in Nebraska under the following circumstances:

6.2.1.1 The original architects and/or professional engineers provide written consent for the adaptation of the documents or, if such permission cannot reasonably be obtained, the architect or professional engineer seeking to adapt the documents provides a written explanation of the circumstances that prevent such permission from being obtained;

6.2.1.2 The documents include appropriate revisions relating to site and local climate considerations;

6.2.1.3 The documents are reviewed for zoning and code compliance, and revised as necessary;

6.2.1.4 The architect or professional engineer in Nebraska accepts full responsibility of the revised documents; and

6.2.1.5 The seal of a coordinating professional is applied, if required.

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Land Surveyors

Land Surveyors Regulation Act – http://www.nbels.nebraska.gov/statutes.html

Nebraska Administrative Code – Title 234 – Board of Examiners for Land Surveyors – http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/index.cgi?l=Land_Surveyors_Board_of_Examiners

Responsible Charge:

Nebraska does not have specific statutes or administrative code provisions addressing responsible charge or coordination of services with respect to land surveyors.

Stamping and Sealing:

Land Surveying; Registered Land Surveyor; Rights and Privileges; Seal, Neb. Rev. Stat. § 81-8,121

The issuance of a certificate of registration by the examining board shall be evidence that the person named therein is entitled to all rights and privileges of a registered land surveyor and that the recipient thereof is admitted to the practice of land surveying in this state while the certificate remains unsuspended, unrevoked, or unexpired. The examining board shall provide for each person registered a seal bearing the registrant's name and the legend Registered Land Surveyor. Plats, reports, and field notes issued by a registered land surveyor may be stamped with his or her seal or a facsimile thereof which is approved by the examining board during the life of his or her certificate. It shall be unlawful for anyone to stamp or seal any documents with a seal or facsimile thereof after the certificate of the registrant named thereon has been suspended or revoked or has expired.

Land Survey; Filing; Contents, Neb. Rev. Stat. § 81-8,122.01

Whenever a survey has been executed by a land surveyor who is registered under the Land Surveyors Regulation Act, a record of such survey bearing the signature and seal of the land surveyor shall be filed in the survey record repository….

Chapter 8 (Code of Practice) of the Nebraska Administrative Code, Title 234, sets forth the following practice standards with respect to use of a seal:

001.02 The registrant shall approve and seal only those surveys and related documents that conform to accepted land surveying standards.

2.4 The registrant shall not affix his or her signature or seal to any work pertaining to any technical discipline or specialty in which the registrant lacks education, experience or competence.

2.5 The registrant shall not affix his or her signature or seal to any work not prepared by the registrant nor to any work not prepared under the registrant’s direct supervision without thorough technical review by the registrant.

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Engineering

Nevada State Board of Professional Engineers and Land Surveyors https://nvbpels.org/compliance

Professional Statutes – Nevada Revised Statutes ("NRS") Chapter 625 – Professional Engineers and Land Surveyors https://www.leg.state.nv.us/nrs/nrs-625.html

Administrative Code – Nevada Administrative Code ("NAC") Chapter 625 Professional Engineers and Land Surveyors https://www.leg.state.nv.us/NAC/NAC-625.html

Responsible Charge:

According to NRS § 625.080 "responsible charge of work" means the independent control and direction, by the use of initiative, skill and independent judgment, of the investigation or design of professional engineering or land-surveying work or the supervision of such work.

A graduate of an engineering curriculum of 4 years or more that is approved by the State Board of Professional Engineers and Land Surveyors (the "Board") with 4 years or more of active experience in engineering that is satisfactory to the Board indicates an applicant is competent to be placed in responsible charge of engineering work. NRS §625.183(3). The Board may waive any requirement for education that is required for licensure if: 1) before July 1, 2010, the applicant received approval from the Board to take the examination on the principles and practices of engineering; and 2) before August 1, 2014, the applicant passes the examination for licensure and has a record of 10 years or more of active experience in engineering that is satisfactory to the Board indicates the person is competent to be placed in responsible charge of engineering work. NRS § 625.203.

It is unlawful for a professional engineer to sign or stamp any plans, specifications or reports that were not prepared by the professional engineer or for which he or she did not have responsible charge of the work. NRS § 625.565(3).

Stamping and Sealing:

Each professional engineer shall obtain a stamp bearing his or her name, license number, and the legend "Professional Engineer" followed by the discipline for which he or she is qualified. NRS § 625.383(1).

It is unlawful for any person to present or attempt to use, as his or her own, the license or stamp of another person. NRS § 625.520(1)(c). In addition, it is unlawful for a professional engineer to:

1) sign or stamp any plans, specifications or reports that were not prepared by the professional engineer or for which he or she did not have responsible charge of the work; or
2) impress any documents with the stamp of a professional engineer after the license of the professional engineer named on the stamp has expired or has been suspended or revoked, unless the license has been renewed or reissued; or
3) impress any documents with the stamp of a professional engineer after the professional engineer has retired from the practice of professional engineering. NRS §§ 625.565(3),(4),(5).

A plan, specification, report or other document issued by a registered architect, registered interior designer or residential designer for official use must be signed, sealed and dated by him or her. The Board may adopt regulations specifying the manner in which a registered architect, registered interior designer or residential designer may electronically transmit such a plan, specification, report or other document. It is unlawful for a person to stamp or seal any plan, specification, report or other document with the seal after the certificate of registration of the architect, registered interior designer or residential designer, named therein, has expired or has been suspended or revoked, unless the certificate has been renewed or reissued. NRS § 623.185.

NAC § 625.610 provides the following regulations concerning the professional engineer's seal:

1. A stamp authorized by the Board may be obtained at the office of the Board at the expense of the licensee.
2. A person who is licensed in more than one discipline of engineering shall use a separate stamp for each discipline, except that a person who is licensed in the disciplines of civil engineering and structural engineering may use a single stamp for both disciplines.
3. The impression made by a stamp or seal:
   (a) Must be opaque and permanent;
   (b) Must state the name of the licensee;
   (c) Must contain the license number of the licensee;
   (d) Must state the particular discipline in which the licensee is licensed; and
   (e) May state the expiration date of the license of the licensee.

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A firm shall not engage in the practice of professional engineering unless a professional engineer is in responsible charge of the work provided by the firm. NAC § 625.425(2).

4. Each licensee shall validate a stamp or seal by signing his or her name legibly in opaque ink across the face of the impression made by the stamp or seal, entering the date of stamping or sealing and the date of expiration of his or her license, unless such information is included in a stamp or seal pursuant to subsection 3. The name of the licensee, the particular discipline in which the licensee is licensed and the license number of the licensee must be legible. Except as otherwise provided in NRS 427A.755, the licensee may not use a stamp to produce his or her signature.
5. When a licensee signs, stamps or seals a document containing the work of others, the licensee represents that the licensee has prepared or has been in responsible charge of the production of the entire document unless the licensee includes a written statement adjacent to his or her signature, stamp or seal identifying the portion of the document that the licensee prepared or for which the licensee had responsible charge of the work.
6. For the purposes of NRS 625.565, a professional engineer has "responsible charge of the work" and may sign, stamp or seal plans, specifications, plats or reports that were not prepared by the professional engineer:
   (a) If the professional engineer personally supervises the work on the plans, specifications, plats or reports to the degree that he or she is satisfied that the work is completed in a proper and professional manner; or
   (b) Where the plans, specifications, plats or reports are not prepared under his or her personal supervision, if the professional engineer or persons under his or her personal supervision review the plans, specifications, plats or reports and make tests, calculations or changes in the work as necessary for the professional engineer to determine that the work has been completed in a proper and professional manner.
7. A licensee who signs, stamps or seals a document that was not prepared by him or her but for which the licensee had responsible charge of the work is subject to disciplinary proceedings pursuant to chapter 625 of NRS for any errors in that document as if it was prepared by the licensee. This subsection does not exempt any other licensee who prepared the document from disciplinary action for his or her errors in that document.
8. Pursuant to NRS 625.565, all surveying maps and records, and all engineering plans, specifications, reports or other documents that are submitted to obtain permits, are released for construction or are issued as formal or final documents to clients, public authorities or third parties must bear:
   (a) The signature of the licensee;
   (b) The stamp or seal of the licensee;
   (c) The date of signing; and
   (d) The expiration date of the license of the licensee.
9. If the license of a licensee expires after the licensee submits, releases or issues a document described in subsection 8, the licensee is not required to sign, stamp or seal the document again to include an updated expiration date of the license unless changes are made to the document after the document is submitted, released or issued.
10. A licensee with responsible charge of the work contained in a document described in subsection 8 may have an electronically prepared seal and signature applied to such a document that is electronically submitted, released or issued only if:
    (a) The files containing the document are locked electronically to prevent any changes to the document;
    (b) Secure encryption methods are in place to prevent the copying, transferring or removing of the seal and signature, and to prevent changes to any electronic drawings after the document is submitted, released or issued;
    (c) The electronic signature is applied by the licensee in responsible charge of the work; and
    (d) The licensee believes adequate protections are in place to prevent fraud or misuse of the electronic signature.

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11. If an agency reviewing an interim document, other than a document listed in subsection 12, requires a licensee to stamp the interim document, the document must be clearly marked in substantially the following manner to show the intended purpose of the document:
    (a) "For review only";
    (b) "Not for construction"; or
    (c) "Preliminary."
12. A licensee is not required to stamp the following documents:
    (a) An engineering as-built plan or record plan;
    (b) A report that includes observations concerning the progress of the construction of a project;
    (c) An estimate of the costs of a project; or
    (d) A shop drawing that is not required by the specifications of a project.
13. A licensee may revise original plans prepared by another licensee only if:
    (a) The licensee proposing to revise the plans:
        (1) Obtains the consent of the licensee who prepared the original plans; or
        (2) Made every reasonable effort to notify and obtain the consent of the licensee who prepared the original plans, and the licensee proposing to revise the plan is part of the same firm that prepared the original plans;
    (b) The proposed revisions are within the scope of practice of the licensee proposing to revise the plans;
    (c) The licensee proposing to revise the plans assumes full responsibility for those revisions and the effects of those revisions upon the remainder of the project; and
    (d) The revisions to the original plans comply with applicable state and local laws.

NAC §§ 625.611:
(2) If the plans or maps submitted to a public authority are:
    (a) Original plans or maps, each sheet of the plans or maps must be dated, stamped and signed by each licensee who had responsible charge of the work indicated on the sheet. If the licensee is a licensed professional engineer, the licensee must date, stamp and sign the plans for each discipline of engineering for which the licensee is licensed that is related to the work for which the licensee is responsible.
    (b) Copies of the original plans, the cover sheet and the first sheet for each discipline of engineering of the plans must be dated and stamped and include an original signature of the licensee who had responsible charge of the work indicated on the sheet.
    (c) Copies of original plans or maps that have not been dated, stamped and signed, each sheet of the plans or maps must be dated, stamped and signed by each licensee who had responsible charge of the work indicated on the sheet. If the licensee is a licensed professional engineer, the licensee must date, stamp and sign the plans for each discipline of engineering for which the licensee is licensed that is related to the work for which the licensee is responsible.
3. Each set of specifications submitted to a public authority must include a table of contents or cover sheet that:
    (a) Indicates the discipline of engineering that is the source of each specification; and
    (b) Contains the stamp of, and is signed and dated by, each licensee who had responsible charge of that discipline.

Each report, study, test result, certification or calculation that is submitted to a public authority must be stamped, signed and dated by the licensee who had responsible charge of that report, study, test result, certification or calculation. NAC § 625.612.

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Architecture

Nevada State Board of Architecture, Interior Design and Residential Design http://nsbaidrd.state.nv.us/laws-and-rules/

Professional Statutes – Nevada Revised Statutes ("NRS") Chapter 623 – Architects, Interior Designers and Residential Designers https://www.leg.state.nv.us/NRS/NRS-623.html#NRS623Sec192

Administrative Code – Nevada Administrative Code ("NAC") Chapter 623 Architects, Interior Designer and Residential Designer https://www.leg.state.nv.us/NAC/NAC-623.html

Responsible Charge:

According to NRS § 623.029 "responsible control" means the amount of control over and detailed knowledge of the content of a technical submission during its preparation that is ordinarily exercised by a registered architect, registered interior designer or residential designer, as applicable, when applying the normal standard of professional care.

A residential designer shall not engage in rendering services for any building or structure unless the residential designer does so under the responsible control of a registered architect. In such cases, the architect is the sole contracting party, has full responsibility for the work performed by the residential designer, shall supervise any work performed by the residential designer and shall file the agreement between the residential designer and the architect with the Secretary of the Board within 10 days after the execution of the agreement. NRS § 623.353.

Stamping and Sealing:

The Board may place the holder of any certificate of registration architect on probation, publicly reprimand, impose a fine of not more than $10,000, suspend or revoke his or her license, impose the costs of investigation and prosecution or take any combination of these disciplinary actions if the holder of a certificate has affixed his or her signature or seal to plans, drawings, specifications or other instruments of service that have not been prepared by the holder of the certificate or in his or her office, or under his or her responsible control, or has permitted the use of his or her name to assist any person who is not a registered architect, registered interior designer or residential designer to evade any provision of this chapter. NRS § 623.270(1)(d).

It is unlawful for a person to stamp or seal any plan, specification, report or other document with the seal after the certificate of registration of the architect, registered interior designer or residential designer, named therein, has expired or has been suspended or revoked, unless the certificate has been renewed or reissued. NRS § 623.185(3).

NAC § 623.750 provides the following regulations concerning the architect's seal:

1. Each architect shall obtain and possess an embossed seal, a seal designed as a rubber stamp or a seal in electronic format that complies with the following specifications:
   (a) The overall diameter of the seal must be approximately 1 7/8 inches.
   (b) The seal must contain the name of the registrant, his or her number of registration and conform to the following design:
2. Each plan, specification, report or other document issued by a registrant must be signed and must be sealed or stamped by him or her either manually or electronically.

In addition, NAC § 623.763 provides additional requirements regarding the validation and use of a stamp or seal:

1. Each registrant shall validate a stamp or seal either manually or electronically. The seal, signature and date must produce a clearly visible and legible image on any copy or reproduction of the document to which they are affixed.
2. When a registrant signs, stamps or seals a document containing the work of others, the registrant represents that the entire document has been prepared by the registrant or prepared under the responsible control of the registrant, unless the registrant includes a written statement adjacent to the signature, stamp or seal of the registrant identifying the portion of the document that was prepared by the registrant or prepared under the responsible control of the registrant.
3. A registrant who signs, stamps or seals a document that was not prepared by the registrant but was prepared under the responsible control of the registrant is subject to disciplinary proceedings pursuant to chapter 623 of NRS for any errors in that document as if the document was prepared by the registrant.
4. For the purposes of NRS 623.185, plans, specifications, reports and any other documents that are issued by a registrant with the intent that they be considered as formal or final documents must be stamped with the seal of the registrant before they are delivered to or filed with any public authority.
5. A registrant is not required to stamp the following documents:
   (a) An as-built plan, record plan or bid document;
   (b) A report that includes observations concerning the progress of the construction of a project; or
   (c) An estimate of the costs of a project.

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Plans submitted to a public authority must include:
(a) The name, address and telephone number of the firm that submits the plans;
(b) The name and location of the project for which the plans are submitted;
(c) The date the plans were issued for printing; and
(d) A statement that indicates whether the plans are preliminary or final.

2. Each sheet submitted to a public authority must bear the date, the original or electronic seal and signature of the registrant who provided the responsible control under which the work indicated on the sheet was performed.
3. Each set of specifications submitted to a public authority must include a table of contents or cover sheet that:
(a) Indicates the professional discipline that is the source of each specification; and
(b) Contains the stamp of, and is signed and dated by, each registrant who provided the responsible control under which the work in that professional discipline was performed. The seal, signature and date may be in original or electronic format.
4. Each report, study, test result, certification or calculation that is submitted to a public authority must be stamped, signed and dated by the registrant who provided the responsible control under which that report, study, test result, certification or calculation was submitted. The seal, signature and date may be in original or electronic format. NAC § 623.766.

Land Surveying

Nevada State Board of Professional Engineers and Land Surveyors https://nvbpels.org/compliance
Professional Statutes – Nevada Revised Statutes ("NRS") Chapter 625 – Professional Engineers and Land Surveyors https://www.leg.state.nv.us/nrs/nrs-625.html
Administrative Code – Nevada Administrative Code ("NAC") Chapter 625 Professional Engineers and Land Surveyors https://www.leg.state.nv.us/NAC/NAC-625.html

Responsible Charge:

According to NRS § 625.080 "responsible charge of work" means the independent control and direction, by the use of initiative, skill and independent judgment, of the investigation or design of professional engineering or land-surveying work or the supervision of such work.

A person practices land surveying if the person professes to be a land surveyor or is in a responsible charge of land-surveying work. NRS § 625.040(2).

A graduate of land-surveying curriculum of 4 years or more that is approved by the

Stamping and Sealing:

A record of survey must show the signature and validated stamp of the surveyor who performed the survey. NRS § 625.350(2)(f).

Each professional land surveyor shall obtain a stamp bearing his or her name and license number and the legend "Professional Land Surveyor". NRS § 625.383(1).

It is unlawful for any person to present or attempt to use, as his or her own, the license or stamp of another person. NRS § 625.520(1)(c).

It is unlawful for any person to sign or stamp any map, plat, report, description or other document pertaining to the practice of land surveying unless the person holds an unsuspended and unrevoked license as a professional land surveyor. NRS § 625.560.
In addition, it is unlawful for a professional land surveyor to:
1) sign or stamp any map, plat, report, description, grading and drainage plan or other document related to land surveying that was not prepared by the professional land surveyor or for which he or she did not have responsible charge of the work; or
2) impress any documents with the stamp of a professional land surveyor after the license of the professional land surveyor named on the stamp has expired or has been suspended or revoked, unless the license has been renewed or reissued; or
3) impress any documents with the stamp of a professional land surveyor after the professional land surveyor has retired from the practice of professional land surveying. NRS §§ 625.565(3),(4),(5).

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Board with 4 years or more of active experience in land surveying that is satisfactory to the Board indicates an applicant is competent to be placed in responsible charge of land-surveying work. NRS §625.270(3).

It is unlawful for a professional land surveyor to sign or stamp any map, plat, report, description, grading and drainage plan or other document related to land surveying that was not prepared by the professional land surveyor or for which he or she did not have responsible charge of the work. NRS § 625.565(2).

A firm shall not engage in the practice of professional land surveying unless a professional land surveyor is in responsible charge of the work provided by the firm. NAC § 625.425(2).

NAC § 625.610 provides the following regulations concerning the professional land surveyor's seal:

1. A stamp authorized by the Board may be obtained at the office of the Board at the expense of the licensee.
2. A person who is licensed in more than one discipline of engineering shall use a separate stamp for each discipline, except that a person who is licensed in the disciplines of civil engineering and structural engineering may use a single stamp for both disciplines.
3. The impression made by a stamp or seal:
   (a) Must be opaque and permanent;
   (b) Must state the name of the licensee;
   (c) Must contain the license number of the licensee;
   (d) Must state the particular discipline in which the licensee is licensed; and
   (e) May state the expiration date of the license of the licensee.
4. Each licensee shall validate a stamp or seal by signing his or her name legibly in opaque ink across the face of the impression made by the stamp or seal, entering the date of stamping or sealing and the date of expiration of his or her license, unless such information is included in a stamp or seal pursuant to subsection 3. The name of the licensee, the particular discipline in which the licensee is licensed and the license number of the licensee must be legible. Except as otherwise provided in NRS 427A.755, the licensee may not use a stamp to produce his or her signature.
5. When a licensee signs, stamps or seals a document containing the work of others, the licensee represents that the licensee has prepared or has been in responsible charge of the production of the entire document unless the licensee includes a written statement adjacent to his or her signature, stamp or seal identifying the portion of the document that the licensee prepared or for which the licensee had responsible charge of the work.
6. For the purposes of NRS 625.565, a professional engineer has "responsible charge of the work" and may sign, stamp or seal plans, specifications, plats or reports that were not prepared by the professional engineer:
   (a) If the professional engineer personally supervises the work on the plans, specifications, plats or reports to the degree that he or she is satisfied that the work is completed in a proper and professional manner; or
   (b) Where the plans, specifications, plats or reports are not prepared under his or her personal supervision, if the professional engineer or persons under his or her personal supervision review the plans, specifications, plats or reports and make tests, calculations or changes in the work as necessary for the professional engineer to determine that the work has been completed in a proper and professional manner.
7. A licensee who signs, stamps or seals a document that was not prepared by him or her, but for which the licensee had responsible charge of the work, is subject to disciplinary proceedings pursuant to chapter 625 of NRS for any errors in that document as if it was prepared by the licensee. This subsection does not exempt any other licensee who prepared the document from disciplinary action for his or her errors in that document.
8. Pursuant to NRS 625.565, all surveying maps and records, and all engineering plans, specifications, reports or other documents that are submitted to obtain permits, are released for construction or are issued as formal or final documents to clients, public authorities or third parties must bear:
   (a) The signature of the licensee;
   (b) The stamp or seal of the licensee;
   (c) The date of signing; and
   (d) The expiration date of the license of the licensee.
9. If the license of a licensee expires after the licensee submits, releases or issues a document described in subsection 8, the licensee is not required to sign, stamp or seal the document again to include an updated expiration date of the license unless changes are made to the document after the document is submitted, released or issued.

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10. A licensee with responsible charge of the work contained in a document described in subsection 8 may have an electronically prepared seal and signature applied to such a document that is electronically submitted, released or issued only if:
    (a) The files containing the document are locked electronically to prevent any changes to the document;
    (b) Secure encryption methods are in place to prevent the copying, transferring or removing of the seal and signature and to prevent changes to any electronic drawings after the document is submitted, released or issued;
    (c) The electronic signature is applied by the licensee in responsible charge of the work; and
    (d) The licensee believes adequate protections are in place to prevent fraud or misuse of the electronic signature.
11. If an agency reviewing an interim document, other than a document listed in subsection 12, requires a licensee to stamp the interim document, the document must be clearly marked in substantially the following manner to show the intended purpose of the document:
    (a) “For review only”;
    (b) “Not for construction”; or
    (c) “Preliminary.”
12. A licensee is not required to stamp the following documents:
    (a) An engineering as-built plan or record plan;
    (b) A report that includes observations concerning the progress of the construction of a project;
    (c) An estimate of the costs of a project; or
    (d) A shop drawing that is not required by the specifications of a project.
13. A licensee may revise original plans prepared by another licensee only if:
    (a) The licensee proposing to revise the plans:
        (1) Obtains the consent of the licensee who prepared the original plans; or
        (2) Made every reasonable effort to notify and obtain the consent of the licensee who prepared the original plans and the licensee proposing to revise the plan is part of the same firm that prepared the original plans;
    (b) The proposed revisions are within the scope of practice of the licensee proposing to revise the plans;
    (c) The licensee proposing to revise the plans assumes full responsibility for those revisions and the effects of those revisions upon the remainder of the project; and
    (d) The revisions to the original plans comply with applicable state and local laws.

NAC § 625.611(2) and (3) state, if plans or maps submitted to a public authority are:
(a) Original plans or maps, each sheet of the plans or maps must be dated, stamped and signed by each licensee who had responsible charge of the work indicated on the sheet. If the licensee is a licensed professional engineer, the licensee must date, stamp and sign the plans for each discipline of engineering for which the licensee is licensed that is related to the work for which the licensee is responsible.
(b) Copies of the original plans, the cover sheet and the first sheet for each discipline of engineering of the plans must be dated and stamped and include an original signature of the licensee who had responsible charge of the work indicated on the sheet.
(c) Copies of original plans or maps that have not been dated, stamped and signed, each sheet of the plans or maps must be dated, stamped and signed by each licensee who had responsible charge of the work indicated on the sheet. If the licensee is a licensed professional engineer, the licensee must date, stamp and sign the plans for each discipline of engineering for which the licensee is licensed that is related to the work for which the licensee is responsible.
3. Each set of specifications submitted to a public authority must include a table of contents or cover sheet that:
    (a) Indicates the discipline of engineering that is the source of each specification; and
    (b) Contains the stamp of, and is signed and dated by, each licensee who had responsible charge of that discipline.

Each report, study, test result, certification or calculation that is submitted to a public authority must be stamped, signed and dated by the licensee who had responsible charge of that report, study, test result, certification or calculation. NAC § 625.612.

New Hampshire

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Engineering

New Hampshire Board of Professional Engineers – https://www.oplc.nh.gov/engineers/index.htm

New Hampshire Revised Statutes – Title XXX – Chapter 310-A – Section 301-A:1-a – Office of Professional Licensure and Certification – http://www.gencourt.state.nh.us/rsa/html/nhtoc/nhtoc-xxx-310-a.htm

New Hampshire Administrative Rules – Chapter Eng 100 to Eng 500 – http://www.gencourt.state.nh.us/rules/state_agencies/eng.html

Responsible Charge:

One or more officers, general partners or associates of a business organization must be a NH-licensee and designated as responsible for the engineering activities and decisions of the business organization, New Hampshire Revised Statutes § 310-A:20.

An individual who renders occasional, part-time or consulting engineering services to or for a business organization may not be designated as being responsible for the engineering activities and decisions of the business organization, New Hampshire Revised Statutes § 310-A:20.

New Hampshire Administrative Rules, PART Eng § 306.01 provides that the person designated as responsible for engineering activities must be NH-licensed and working for the organization at least 37.5 hours per week, except in the case of a business organization which is owned by a professional engineer and which business organization is either not actively providing engineering services or consists of a sole practicing professional engineer.

New Hampshire Administrative Rules, PART Eng § 501.03 defines the Standard of Conduct for engineers and obliges engineers to exercise direct supervisory control, which requires a licensee to maintain responsible charge, which includes: “a. Providing all client contracts; b. Internal and external financial control; and c. Overseeing employee training.”

Stamping and Sealing:

New Hampshire Revised Statutes § 310-A:20

All final drawings, specifications, plans, reports, or other engineering papers or documents involving the practice of engineering, when issued or filed for public record, shall be dated, and bear the signature and seal of the professional engineer who prepared them or under whose direct supervisory control they were prepared.

New Hampshire Administrative Rules, PART Eng 308.03 Licensed Engineer Seal/Stamp

(a) The board shall upon issuance of a license to an applicant as a licensed engineer, require the licensee to acquire an impression type seal or rubber stamp of the design specified by these rules. This seal shall bear the licensee's name and number as shown on the license. This seal may be affixed on all plans, maps, and reports prepared by the licensee, but shall be affixed to all documents issued or filed for public record.

(b) The seal shall consist of 2 concentric circles with the outer circle having a diameter of 1-9/16 inches and the inner circle diameter 15/16 of an inch. In the space between the circles at the top shall be the words "State of New Hampshire" and at the bottom "Professional Engineer." In the space inside the inner circle shall be the full name of the licensee and the license number written horizontally. At the bottom of the inner circle shall be the word "Licensed."

(c) It shall be a violation of these rules for the licensee to stamp or seal any documents with his/her seal after his/her license has expired, revoked or suspended or after the licensee has chosen retired status. It shall be a violation of these rules for the licensee to stamp or seal any documents not prepared by him or her personally or under his/her direct supervision.

Standards of Conduct.

New Hampshire Administrative Rules, PART Eng § 501.03 provides two additional points of guidance regarding seals. First, an engineer may not affix his/her seal to any document dealing with subject matter for which he/she lacks competence, nor to any plan not prepared under his/her direct supervisory control and second, an engineer may affix his/her seal and signature to drawings and documents depicting the work of 2 or more professionals provided he/she designates by a note under his/her seal the specific subject matter for which he/she is responsible.

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Architecture

New Hampshire Board of Architects – https://www.oplc.nh.gov/architects/

New Hampshire Revised Statutes – Title XXX – Chapter 310-A – Section 301-A:1-a – Office of Professional Licensure and Certification – http://www.gencourt.state.nh.us/rsa/html/nhtoc/nhtoc-xxx-310-a.htm

New Hampshire Administrative Rules – Chapter Arch 100 to Arch 500 – http://www.gencourt.state.nh.us/rules/state_agencies/arch.html

Responsible Charge:

One or more officers, general partners or associates of a business organization must be designated as responsible for the architectural activities and decisions of the business organization, New Hampshire Revised Statutes § 310-A:42-a.

An individual who renders occasional, part-time or consulting architecture services to or for a business organization may not be designated as being responsible for the architectural activities and decisions of the business organization. New Hampshire Revised Statutes § 310-A:42-a. New Hampshire Administrative Rules, PART Arch § 307.01 provides that the person designated as responsible for architecture activities must be NH-licensed and be employed exclusively by the organization at least 37.5 hours per week, except in the case of a business organization solely owned by a licensed architect.

New Hampshire Administrative Rules, PART Arch § 501.03 mandates as part of the Ethical Requirements for Architects, that an architect “Exercise direct supervisory control, responsible charge which requires a licensee or employee to carry out all client contracts, provide internal and external financial control, oversee employee training and exercise control and supervision over all jobs requirements to include research, planning, design, field supervision and work product review.”

Stamping and Sealing:

New Hampshire Revised Statutes § 310-A:44

All papers or documents involving the practice of a profession under this subdivision, when issued or filed for public record, shall be dated and bear the signature and seal of the licensed professional who prepared or had responsibility for and approved them.

New Hampshire Administrative Rules, PART Arch 306.03 Licensed Architect Seal/Stamp

(a) Upon issuance of an initial license to an applicant as a licensed architect, the licensee shall acquire an impression type seal or rubber stamp of the design specified by these rules. This seal shall bear the licensee's name and number as shown on the license. This seal, signature of the licensee and date shall be affixed on all papers or documents involving the practice of architecture prepared by the licensee issued or filed for public record.

(b) The seal shall consist of 2 concentric circles with the outer circle having a diameter 1-9/16 inches and the inner circle diameter 15/16 of an inch. In the space between the circles at the top shall be the words "Licensed Architect" and at the bottom shall be the words "The State of New Hampshire." In the space inside the inner circle shall be the full name of the licensee and the license number written horizontally…

(c) The requirements of (b) above shall be as illustrated [in the figure at right]:

(d) It shall be a violation of these rules for the licensee to stamp or seal any documents with their seal after the license has expired, been revoked or suspended or after the licensee has chosen retired status. It shall be a violation of these rules for the licensee to stamp or seal any documents not prepared by him or her personally or under his/her direct supervision.

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Land Surveying

New Hampshire Board of Land Surveyors – https://www.oplc.nh.gov/land-surveyors/

New Hampshire Revised Statutes – Title XXX – Chapter 310-A – Section 301-A:1-a – Office of Professional Licensure and Certification – http://www.gencourt.state.nh.us/rsa/html/nhtoc/nhtoc-xxx-310-a.htm

New Hampshire Administrative Rules – Chapter Lan 100 to Lan 500 – http://www.gencourt.state.nh.us/rules/state_agencies/arch.html

Responsible Charge:

Stamping and Sealing:

New Hampshire Administrative Rules, PART Lan 305.03 Licensed Land Surveyor Seal/Stamp

(a) Upon issuance of a license to an applicant as a licensed land surveyor, the licensee shall obtain an impression type seal or rubber stamp of the design specified by these rules. This seal shall bear the licensee's name and number as shown on the license. This seal and original signature shall be affixed on all final plans and reports of survey prepared by the licensee.

(b) The seal shall consist of 2 squares with the outer square 1-9/16 inches and the inner square 1-1/2 inches. In the space inside the inner square shall be a transit within the full name of the licensee and the license number written horizontally. On the left side of the transit the words "State of New Hampshire shall appear, and on the right side of the transit the words "Licensed Land Surveyor." At the bottom of the stamp there shall be a line for the licensee's signature [as shown in the figure at right].

(c) It shall be a violation of these rules for the licensee to stamp or seal any documents with the licensee's seal after the license has expired or been revoked, or while the license is under suspension. It shall be a violation of these rules for the licensee to stamp or seal any document not prepared by the licensee personally or under the licensee's direct supervision.

Standards of Conduct.

New Hampshire Administrative Rules, PART Lan § 501.03 provides additional points of guidance regarding seals. A land surveyor may not affix his/her seal to (i) any document dealing with subject matter for which he/she lacks competence by virtue of education or experience or (ii) any plans or document not prepared by the licensee or by an employee, or a surveyor-in-training under the licensee's direct supervisory control, except certain historical documents.

New Jersey

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Engineering and Land Surveying

New Jersey State Board of Professional Engineers and Land Surveyors – http://www.njconsumeraffairs.gov/pels

New Jersey State Board of Professional Engineers and Land Surveyors Law (N.J.S.A. Title 45 Section 8) – http://www.njconsumeraffairs.gov/Statutes/Professional-Engineers-Land-Surveyors-Law.pdf

N.J. Admin. Code – Title 13 – Ch. 40 – State Board of Prof. Engineers and Land Surveyors – https://www.njconsumeraffairs.gov/regulations/Chapter-40-State-Board-of-Professional-Engineers-and-Land-Surveyors.pdf

Responsible Charge:

N.J.S.A. Title 45 § 45:8-28 Definitions

(g) The term "responsible charge" as used in this chapter for professional engineers shall mean the provision of regular and effective supervision by a competent professional engineer who shall provide personal direction to, and quality control over, the efforts of subordinates of the licensee which directly and materially affect the quality and competence of the professional services rendered by the licensee. A licensee engaged in any of the following acts or practices shall be deemed not to have rendered regular and effective supervision:

(1) (Deleted by amendment, P.L.2015, c.200);

(2) The failure to personally inspect or review the work of subordinates where necessary and appropriate;

(3) The rendering of a limited, cursory or perfunctory review of plans or projects in lieu of providing sufficient direction to, and quality control over, the efforts of subordinates of the license;

(4) The failure to personally be available on a reasonable basis or with adequate advance notice for consultation and inspection where circumstances require personal availability.

N.J. Admin. Code § 13:40-1.3 Definitions

"Responsible charge" means the rendering of regular and effective supervision by a competent professional engineer or professional land surveyor to those individuals performing services that directly and materially affect the quality and competence of the professional services rendered by the licensee.

Stamping and Sealing:

N.J.S.A. Title 45 § 45:8-36 Certificates

… Each professional engineer or land surveyor shall upon receipt of license certificate, obtain a seal of a design authorized by the board, bearing his name, license number and the legend "Licensed Professional Engineer," "Licensed Land Surveyor," or "Licensed Professional Engineer and Land Surveyor," as the case may be. Plans, specifications, plats, and reports issued by persons authorized under this chapter shall be sealed with said seal, during the life of the licensee's certificate, but it shall be unlawful for anyone to stamp or seal any documents with said seal after the certificate of the licensee named thereon has expired, has been revoked, or is on a retired status list, unless said certificate shall have been renewed, reissued or reinstated from retirement status as provided pursuant to section 3 of P.L.1995, c.36 (C.45:8-36.2). The exact method of fulfilling the requirement as to the sealing of documents shall be regulated by the board. …

N.J. Admin. Code § 13:40-3.5 Enumeration of Prohibited Acts

a) Misconduct in the practice of professional engineering or professional land surveying shall include, without limitation …

5) Affixing his or her signature and seal to any plans, specifications, plats or reports or surveys which were not prepared by him or her or under his or her supervision by his or her employees or subordinates.

N.J. Admin. Code § 13:40-8.1 Signing and Sealing of Documents

a) All sealing of documents shall be done with a digital or an impression-type seal, the design of which shall be authorized by the Board and shall contain the name and license number of the professional engineer or professional land surveyor and the legend "Licensed Professional Engineer," "Licensed Land Surveyor" or "Licensed Professional Engineer and Land Surveyor," as the case may be. Alternatives, such rubber stamp facsimiles of the seal shall not be permitted. Digital seals may be used, so long as they are in compliance with N.J.A.C. 13:40-8.1A.

b) The application of a signature and seal to documents relating to the practice of professional engineering and/or professional land surveying shall indicate that the licensee has provided regular and effective supervision to those individuals performing services that directly and materially affect the quality and competence of the engineering or land surveying work rendered.

1) The following documents shall be signed and sealed and shall contain the name of the professional business entity and, if appropriate, the entity's certificate of authorization number:

i) Maps, plats, reports, descriptions, plans, design specifications, certifications or similar documents; and

ii) Shop drawings for the construction of buildings, structures and related equipment, or for other purposes, the preparation of which requires engineering calculations and/or engineering input. Catalog information and standard product information shall be exempt from the requirements of this section.

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N.J. Admin. Code § 13:40-9.1 Professional Engineers: Supervision of Subordinates; Maintaining Records of Adequate Supervision; Acts Reflecting Inadequate Supervision

a) A licensee in responsible charge of an engineering project shall be a competent professional engineer who provides regular and effective supervision through personal direction to, and quality control over, the efforts of subordinates of the licensee that directly and materially affect the quality and competence of engineering work rendered by the licensee.
b) A licensee shall maintain such records as are reasonably necessary to establish that the licensee provided regular and effective supervision by personally directing, and having quality control over, the efforts of subordinates of the licensee of which he or she was in responsible charge.
c) A licensee engaged in any of the following acts or practices shall be deemed not to have rendered the regular and effective supervision required i:
   1) The failure to personally inspect or review the work of subordinates where necessary and appropriate;
   2) The rendering of a limited, cursory or perfunctory review of plans or projects in lieu of providing sufficient direction to, and quality control over, the efforts of subordinates of the licensee; and;
   3) The failure to personally be available on a reasonable basis or with adequate advance notice for consultation and inspection where circumstances require personal availability.

c) The signature and/or seal signifies that the licensee takes professional responsibility for the document based upon the accepted standards of practice in place at the time the documents were sealed.
d) Where the document includes the work of more than one professional, each professional shall sign and seal the document with clear reference to the work that he or she has performed. See "N.J.A.C. 13:40-8.6 for title block requirements.
e) A licensee shall not affix a signature and/or seal to documents constituting the practice of the profession regulated which have been prepared by another person unless such work was performed under the direction and supervision of the licensee.
f) Incomplete and/or draft plans, documents and sketches, whether advanced or preliminary copies, shall be conspicuously identified and may be signed but shall not be sealed, provided that the licensee inserts the language that “This is not a sealed document” in place of the seal in the title block.

N.J. Admin. Code § 13:40-8.1A Digital Signatures and Seals

a) A digital signature and seal shall carry the same weight, authority, and effect as a handwritten signature and impression-type seal when the following criteria are met:
   1) The digital signing and sealing process satisfies the requirements of the Digital Signature Standard (DSS) established by the National Institute of Standards and Technology, FIPS PUB 186-4, Digital Signature Algorithm Validation System, (2013), which is hereby incorporated herein by reference, as amended and supplemented. This standard may be obtained at the following website: http:www.NIST.gov/. The digital signature and seal must be:
      i) Unique to the licensee;
      ii) Verifiable by a trusted third party or some other approved process as belonging to the licensee; and
      iii) Under the licensee’s direct and exclusive control.
   2) A digital signature and seal must be linked to a document in such a manner that it is evident if the document has been modified after the digital signature and seal have been applied:
b) A licensee who digitally signs and seals a document shall maintain an electronic copy of the electronically transmitted document that has also been digitally signed and sealed for future verification purposes in accordance with N.J.A.C. 13:40-3.4(b).
c) The pictorial representation of the digital signature and seal shall be readily available to the Board upon Board request and shall be produced in a manner acceptable to the Board. It shall contain the same words and shall have substantially the same graphic appearance and size as when the image of the digitally transmitted document is viewed at the same size as the document in its original form.
d) Licensees are responsible for the use of their private digital keys. A lost or compromised key shall not be used and the licensee shall cause a new key pair to be generated in accordance with the criteria described in (a) above. A licensee shall take all reasonable steps to ensure that a compromised key is invalidated and shall inform all affected clients that the digital key has been compromised.

Note that New Jersey also imposes title block requirements, see N.J. Admin. Code §§ 13:40-8.2 thru 13:40-8.6.

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Architecture

New Jersey State Board of Architecture – http://www.njconsumeraffairs.gov/arch/

New Jersey State Board of Architects Law (N.J.S.A. Title 45 Section 3) – http://www.njconsumeraffairs.gov/Statutes/architectslaw.pdf

N.J. Admin. Code – Title 13 – Chapter 27 – New Jersey State Board of Architects – http://www.njconsumeraffairs.gov/regulations/Chapter-27-New-Jersey-State-Board-of-Architects.pdf

Responsible Charge:

N.J.S.A. Title 45 § 45:3-1.1 Definitions

(l) "Responsible charge" means the rendering of regular and effective supervision by a competent licensed architect who shall provide personal direction to, and quality control over, the efforts of subordinates of the licensee which directly and materially affects the quality and competence of architectural services rendered by the licensee. A licensee engaged in any of the following acts or practices shall be deemed not to have rendered regular and effective supervision:

(1) (Deleted by amendment, P.L.2015, c.200;

(2) The failure to personally inspect or review the work of subordinates where necessary and appropriate;

(3) The rendering of a limited, cursory or perfunctory review of plans for a building or structure in lieu of providing sufficient direction to, and quality control over, the efforts of subordinates of the licensee;

(4) The failure to personally be available on a reasonable basis or with adequate advance notice for consultation and inspection where circumstances require personal availability.

N.J.S.A. Title 45 § 45:3-20 Records Maintained by Licensee

A licensee shall maintain such records as are reasonably necessary to establish that the licensee exercised regular and effective supervision of professional services of which such licensee was in responsible charge.

N.J. Admin. Code § 13:27-3.1 Definitions

"Responsible charge" means the rendering of regular and effective supervision by a competent licensed architect or a competent licensed landscape architect to those individuals performing services that directly and materially affect the quality and competence of architectural services or landscape architectural services, as appropriate, rendered by the licensee.

Stamping and Sealing:

N.J. Admin. Code § 13:27-6.3 Signing and Sealing Construction Documents

a) Construction documents and the title pages of the specifications for filing with a public agency or for the owner's legal documentation requirements shall be dated, signed and sealed by the architect in responsible charge in one of two ways:

1) The architect shall sign and date the original documents, including tracings, reproducible drawings or those generated electronically, then affix the seal to opaque prints or reproductions of the originals; or

2) In lieu of signing and dating the original documents, the architect is permitted to sign, date, and seal the opaque copies of the originals.

b) All certifications that amend, clarify or modify construction documents prepared by the architect in responsible charge shall be dated, signed and sealed prior to forwarding to a public agency.

c) An architect shall seal construction documents only with seal presses purchased or exchanged through the Board.

N.J. Admin. Code § 13:27-6.5 Digital Signatures and Seals

a) A digital signature and seal shall possess the same weight, authority, and effect as handwritten signature and pressure seal when the following criteria are met:

1) The digital signing and sealing process satisfies the requirements of the Digital Signature Standard (DSS) established by the National Institute of Standards and Technology, FIPS PUB 186-4 (2013), which is incorporated herein by reference, as amended and supplemented. This standard may be obtained at http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.186-4.pdf. The digital signature and seal must be:

i) Unique to the licensee;

ii) Verifiable by a trusted third party or some other approved process as belonging to the licensee;

iii) Under the licensee's direct and exclusive control; and

iv) Linked to a document in such a manner that the digital signature and seal is invalidated if any data in the document is changed. Once the digital signature and seal are applied to the document, the document shall be available in read-only format if the document is to be digitally transmitted.

b) A licensee who digitally signs and seals a document shall maintain a digital copy of the electronically transmitted document that has also been digitally signed and sealed for future verification purposes.

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N.J. Admin. Code § 13:27-5.5 Professional Practice and Procedures

a) Each office maintained for the purpose of providing architectural services or other professional work shall have an architect in responsible charge, as defined in N.J.S.A. 45:3-1.1(1).
   1) A licensee engaged in any of the following acts or practices shall be deemed not to be in responsible charge:
      i) The regular and continuous absence from principal office premises from which professional services are rendered, except for performance of field work or presence in a field office maintained exclusively for a specific project;
      ii) The failure to personally inspect or review the work of subordinates where necessary and appropriate;
      iii) The rendering of a limited, cursory or perfunctory review of plans for a building or structure in lieu of an appropriate detailed review; and/or
      iv) The failure to be personally available on a reasonable basis or with adequate advance notice for consultation and inspection where circumstances require personal availability.

b) Except as set forth in N.J.A.C. 13:27-3.3(c), an architect shall not sign or seal drawings, construction documents, reports or other professional work for which he or she does not have direct professional knowledge and direct supervisory control; provided, however, that in the case of the portions of such professional work prepared by the architect's consultants, registered under this or another professional registration law of this State, the architect may sign or seal that portion of the professional work if the architect has reviewed such portion, has coordinated its preparation, and intends to be responsible for its adequacy.

c) Except as permitted by N.J.S.A. 45:3-17b and N.J.A.C. 13:27-3.2(g), an architect shall not aid nor abet an unlicensed individual or entity in the practice of architecture by permitting his or her name, seal, and/or signature to be used in connection with an individual, firm, or corporation not authorized by law to practice architecture.

d) An architect shall neither offer nor make any gifts with the intent of influencing the judgment of an existing or prospective client in connection with a project in which the architect is interested.

c) The pictorial representation of the digital signature and seal shall be readily available to the Board upon request and shall be produced in a manner acceptable to the Board. It shall contain the same words and shall have substantially the same graphic appearance and size as when the image of the digitally transmitted document is viewed at the same size as the document in its original form.

d) Licensees are responsible for the use of their private digital keys. A lost or compromised key shall not be used, and the licensee shall cause a new key pair to be generated in accordance with the criteria set forth in (a) above. A licensee shall take all reasonable steps to ensure that a compromised key is invalidated and shall inform all affected clients that the digital key has been compromised.

Note that New Jersey also imposes title block requirements, *see* N.J. Admin. Code §§ 13:27-6.1 and 13:27-6.2.

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Engineering

New Mexico Board of Licensure for Professional Engineers and Professional Surveyors http://www.sblpes.state.nm.us/
Professional Statutes – New Mexico Statutes Annotated Title 61. Professional and Occupational Licenses. Article 23 Engineers and Surveyors. Part 1 Engineering and Surveying Practice Act

Responsible Charge:

According to New Mexico Statutes Annotated § 61-23-3(O) "responsible charge" means responsibility for the direction, control and supervision of engineering or surveying work to assure that the work product has been critically examined and evaluated for compliance with appropriate professional standards by a licensee in that profession, and by sealing or signing the documents, the professional engineer or professional surveyor accepts responsibility for the engineering or surveying work the represented by the documents that applicable engineering or surveying standards have been met.. An engineer may only be classified as in "responsible charge" if the engineer is licensed in the State of New Mexico.

A professional engineer may sign, date and seal/stamp plans, specifications, drawings or reports which the engineer did not personally prepare as the engineer in responsible charge where the plans, specifications, drawings, or reports have been sealed only by another licensed engineer, and the engineer or persons directly under his personal supervision have reviewed the plans, specifications, drawings or reports and have made tests, calculations or changes in the work as necessary to determine that the work has been completed in a proper and professional manner.

Stamping and Sealing:

New Mexico Administrative Code, Title 16, Chapter 39, Part 3 Engineering Licensure, Disciplines, Applications, Exams, Practice, Seal of Licensee and Endorsements provides the following regulations regarding stamping and sealing:

16.39.3.12 SEAL OF LICENSEE

A. Each licensed professional engineer shall obtain a seal/stamp, which shall appear on all final engineering design drawings, the certification page of all specifications and engineering reports prepared by the licensee in responsible charge. Adjacent to the seal/stamp shall appear the original signature of the licensee along with the date the signature was applied. Rubber stamps signatures are not acceptable. Electronic signatures as provided by law and board's policy shall be acceptable.

B. The seal/stamp shall be the impression type seal, the rubber type or a computer-generated facsimile. Computer generated seals shall be bona fide copies of the actual seal/stamp specific to the work being presented:

C. The design of the stamp/seal shall consist of:
(1) three concentric circles, the outermost circle being one and one-half inches in diameter, the middle circle being one inch in diameter, and the innermost circle being one-half inch in diameter. The other ring shall contain the words, "professional engineer" and the licensee's name. The inner ring shall contain the words "New Mexico". The center circle shall contain the license number issued by the board. Any border pattern used by the manufacturer is acceptable; or
(2) a design approved by the board which contains the words "professional engineer", the licensee's name, "New Mexico", and the license number issued by the board each in text no less than 0.2 inches in height.

D. Professional engineers who were licensed prior to the enactment of these rules and who have maintained that license without lapse, may retain and use the seal, stamps and wall certificates previously provided.

E. For the purposes of the Engineering and Surveying Practice Act, a licensee of this board has "responsible charge of the work" as defined in Subsection O of Section 61-23-3 NMSA 1978 and may sign, date and seal/stamp plans, specifications, drawings or reports which the licensee did not personally prepare when plans, specifications, drawings or reports have been sealed only by another licensed engineer, and the licensee or persons directly under his personal supervision have reviewed the plans, specifications, drawings or reports and have made tests, calculations or changes in the work as necessary to determine that the work has been completed in a proper and professional manner.

F. The seal and signature shall be placed on work only when it is under the licensee's responsible charge. The licensee shall sign and seal only work within the licensee's area of discipline.

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G. When the document contains more than one sheet, the first or title page shall be sealed and signed by the licensee who was in responsible charge. Two or more licensees may affix their signatures and seals provided it is designated by a note under the seal specific subjection matter for which each is responsible. In addition, each sheet shall be sealed and signed by the licensee or licensees responsible for that sheet. When a firm performs the work, each sheet shall be sealed and signed by the licensee or licensees who were in responsible charge of that sheet and, in the case of multiple licensees, explicitly identifying the portion of work attributable to each licensee.

H. An electronic signature, as an option to a permanently legible signature, is acceptable for professional documents. The licensee shall provide adequate security regarding the use of the seal and signature.

I. The board shall recognize that there may be occasions when engineers need to obtain supplemental survey information for the planning and design of an engineering project. An engineer may densify, augment and enhance previously performed survey work by a surveyor for a project.

Architecture

New Mexico Board of Examiners for Architects http://www.bea.state.nm.us/
Professional Statutes – New Mexico Statutes Annotated Title 61. Professional and Occupational Licenses. Article 15 Architects. Part 1 Architectural Act

Responsible Charge:

According to New Mexico Statutes Annotated § 6 1 -15-2(I) "Responsible charge" means that all architectural services have been or will be performed under the direction, guidance and restraining power of a registered architect who has exercised professional judgment with respect thereto.

When an architect assumes responsibility of an incomplete project, the following evaluation must occur before the architect can be said to have exhibited responsible charge over the project:

(a) Program: the architect shall meet with the client to assure that the client's needs are met.
(b) Codes: the architect shall assure that the project is in compliance with all federal, state and local regulation.
(c) Coordination: the architect shall assure coordination with other professionals in a multi-seal project.
(d) Analysis: the architect shall assure the project meets all technical, aesthetic and quality requirements and that site and environmental issues have been addressed.

Stamping and Sealing:

New Mexico Administrative Code 16.30.3.18 Individual Seal and Document Identification

A. Each architect shall secure a registration seal of the following design: The seal shall have two concentric circles with the outer circle measuring 1-3/4 inches in diameter and the inner circle being 1-1/4 inches in diameter. The upper portion of the annular space between the two circles shall bear the words "STATE OF NEW MEXICO" and the lower portion shall bear the words "REGISTERED ARCHITECT". The space enclosed by the inner circle shall bear the name of the architect and his or her registration number. In no event shall the seal contain more than one name of an architect. By placement of a seal and signature on a drawing, an architect verifies that his or her registration is valid and that he or she is practicing in accordance with the Architecture Act.

B. 1) Each original sheet of construction drawings and each cover sheet of specifications, submitted for permitting, and reports, prepared by or under the responsible charge of an individual architect, must bear the imprint of the seal with the signature of that architect and the date of the signature closely aligned to the seal. The name and address of the architect must also appear on the sealed page. An electronic signature may be utilized provided the registrant utilizes a secure method of affixation; the registrant does not authorize any other person to so affix; and the registrant and client have agreed to conduct transactions by electronic means.

2) All plans, specifications, plats and reports prepared by an architect or under the architect's responsible charge shall be signed and sealed by that architect.

3) Placing of multiple architectural seals on plans, specifications or reports shall not be permitted. The architect-of-record must seal, sign and date all construction drawings, specifications and reports prepared by or under the supervision of the architect. In doing so, the architect-of-record assumes full responsibility for these documents.

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(e) The architect of record who assumes the incomplete project shall be charged with keeping records of the project for five years.

Reviewing, or reviewing and correcting, technical submissions after they have been prepared by others does not constitute the exercise of responsible charge because the reviewer has neither control over not detailed knowledge of the content of such submissions throughout their preparation.

4) Reviewing, or reviewing and correcting, technical submissions after they have been prepared by others does not constitute the exercise of responsible charge because the reviewer has neither control over not detailed knowledge of the content of such submissions throughout their preparation. An exception is made for: architects who review, adapt and seal prototypical projects provided that the project qualifies as a prototypical project, meaning the original plans were designed by other architects, engineers or architects and engineers with the intent of being used in several diverse locations with local adaptations or a kit-of-parts that is a manufactured item and the New Mexico registered architect is not responsible for the components.

5) Architectural and engineering seals are required for any subsequent and physically linked construction to a project which, when seen together with the original construction, would have required both seals.

6) A legally applied seal and signature is a permanent part of construction documents and may not be removed for non-payment of fees or other civil action.

C. Assumption of Projects

1) Prior to sealing, signing and dating work, a successor registered architect shall be required to notify the original architect, his successors, or assign, by certified letter to the last known address of the original registered architect, of the successor's intention to use or reuse the original registered architect's work. A successor registered architect must use his or her own title block, seal and signature and must remove the title block, seal and signature of the original architect before sealing, signing and dating any sealed construction drawings and specifications. The successor registered architect shall take full responsibility for the drawings as though they were the successor's original product.

Surveying

New Mexico Board of Licensure for Professional Engineers and Professional Surveyors http://www.sblpes.state.nm.us/
Professional Statutes – New Mexico Statutes Annotated Title 61. Professional and Occupational Licenses. Article 23 Engineers and Surveyors. Part 1 Engineering and Surveying Practice Act

Responsible Charge:

According to New Mexico Statutes Annotated § 61-23-3(O) "responsible charge" means responsibility for the direction, control and supervision of engineering or surveying work to assure that the work product has been critically examined and evaluated for compliance with appropriate professional standards by a licensee in that profession, and by sealing or signing the documents, the professional engineer or professional surveyor accepts responsibility for the engineering or surveying work represented by the documents that applicable engineering or surveying standards have been met. An engineer may only be classified as in "responsible charge" if the engineer is licensed in the State of New Mexico.

Stamping and Sealing:

New Mexico Administrative Code, Title 16, Chapter 39, Part 5 Surveying – Applications, Examinations, Practice of Surveying provides the following regulations regarding stamping and sealing:

16.39.5.11 SEAL OF LICENSEE

A. Each licensed professional surveyor shall obtain a seal/stamp which must be impressed on all plats, reports, etc., prepared by the licensee in responsible charge. Adjacent to the seal/stamp shall appear the original signature of the licensee along with the date the signature was applied. Rubber stamps and all facsimiles of signatures are not acceptable. Electronic signature as provided by law and board's policy shall be acceptable.

B. The seal/stamp shall be either the impression type seal, the rubber type, or a computer-generated facsimile. Computer-generated seals shall be bona fide copies of the actual seal/stamp specific to the work being presented.

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A professional engineer may sign, date and seal/stamp plans, specifications, drawings or reports which the engineer did not personally prepare as the engineer in responsible charge where the plans, specifications, drawings, or reports have been sealed only by another licensed engineer, and the engineer or persons directly under his personal supervision have reviewed the plans, specifications, drawings or reports and have made tests, calculations or changes in the work as necessary to determine that the work has been completed in a proper and professional manner.

C. The design of the stamp/seal shall consist of:
(1) three concentric circles, the outermost circle being one and one-half inches in diameter, the middle circle being one inch in diameter, and the innermost circle being one-half inch in diameter. The other ring shall contain the words, “professional surveyor” and the licensee’s name. The inner ring shall contain the words “New Mexico”. The center circle shall contain the license number issued by the board. Any border pattern used by the manufacturer is acceptable; or
(2) a design approved by the board which contains the words “professional surveyor”, the licensee’s name, “New Mexico”, and the license number issued by the board each in text no less than 0.2 inches in height.

D. Professional surveyors who were licensed prior to the enactment of the current rules and who have maintained that license without lapse, may retain and use the seals, stamps and wall certificates previously provided.

E. The seal and signature shall be placed on work only when it was under the licensee’s responsible charge. The licensee shall sign and seal only work within the licensee’s area of discipline.

F. When the document contains more than one sheet, the first or title page shall be sealed and signed by the licensee who was in responsible charge. Two or more licensees may affix their signatures and seals provided it is designated by a note under the seal the specific subject matter for which each is responsible. In addition, each sheet shall be sealed and signed by the licensee or licensees responsible for that sheet. When a firm performs the work, each sheet shall be sealed and signed by the licensee or licensees who were in responsible

G. An electronic signature, as an option to a permanently legible signature, is acceptable for professional documents. The licensee shall provide adequate security regarding the use of the seal and signature.

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Engineering and Land Surveying

New York Boards of Professional Engineering and of Land Surveying – https://www.op.nysed.gov/engineering and https://www.op.nysed.gov/land-surveying
New York Education Law – Article 145 – Professional Engineering, Land Surveying and Geology – https://www.op.nysed.gov/title8/education-law/article-145
New York Regulations – Part 68 – Engineering, Land Surveying and Geology – https://www.op.nysed.gov/title8/regulations-commissioner-education/part-68
New York Rules of the Board of Regents – Part 29 – Unprofessional Conduct - https://www.op.nysed.gov/title8/rules-board-regents/part-29

Responsible Charge:

Rules of the Board of Regents – Part 29 – § 29.3

(a)(3) Unprofessional conduct shall also include, in the professions of architecture and landscape architecture, engineering, land surveying and geology, … certifying by affixing the licensee's signature and seal to documents for which the professional services have not been performed by, or thoroughly reviewed by, the licensee; or failing to prepare and retain a written evaluation of the professional services represented by such documents in accordance with the following requirements:

i. a licensee who signs and seals documents not prepared by the licensee or by an employee under the licensee's direct supervision shall prepare and retain for a period of not less than six years, a thorough written evaluation of the professional services represented by the documents, including but not limited to drawings, specifications, reports, design calculations and references to applicable codes and standards. Such written evaluation shall clearly identify the project and the documents to which it relates, the source of the documents and the name of the person or organization for which the written evaluation was conducted, and the date of the evaluation, and the seal and signature of the licensee shall also be affixed thereto; and

ii. nothing in this paragraph shall be construed as authorizing the practice of a design profession in this State by persons other than those authorized to practice pursuant to the provisions of Article 145, 147 or 148 of the Education Law …

Stamping and Sealing:

New York Education Law – Article 145 – § 7209

1. Every professional engineer, land surveyor and professional geologist shall have a seal, approved by the board, which shall contain the name of the professional engineer and the words "Licensed Professional Engineer", the name of the land surveyor and the words "Licensed Land Surveyor" or the name of the professional geologist and the words "Licensed Professional Geologist", and such other words or figures as the board may deem necessary. All plans, specifications, plats and reports relating to the construction or alteration of buildings or structures, or geologic drawings and reports prepared by such professional engineer, all plans, specifications, plats and reports prepared by such land surveyor and all geologic drawings and reports prepared by such professional geologist or by a full-time or part-time subordinate under his or her supervision, shall be stamped with such seal and shall also be signed, on the original with the personal signature of such professional engineer, land surveyor or professional geologist when filed with public officials. No official of this state, or of any city, county, town or village therein, charged with the enforcement of laws, ordinances or regulations shall accept or approve any plans, specifications, or geologic drawings or reports that are not stamped:
   a. With the seal of an architect or professional engineer or land surveyor or professional geologist licensed in this state and bearing the authorized facsimile of the signature of such architect or professional engineer or land surveyor or professional geologist, or
   b. With the official seal and authorized facsimile of the signature of a professional engineer or land surveyor or professional geologist not a resident of this state and having no established business in this state, but who is legally qualified to practice as such in his or her own state or country, provided that such person may lawfully practice as such in this state, and provided further that the plans, specifications, or geologic drawings or reports are accompanied by and have attached thereto written authorization issued by the department certifying to such right to practice at such time.

2a. To all plans, specifications, plats and reports to which the seal of a professional engineer or land surveyor has been applied, there shall also be applied a stamp with appropriate wording warning that it is a violation of this article for any person, unless he or she is acting under the direction of a licensed professional engineer or land surveyor, to alter an item in any way. If an item bearing the seal of an engineer or land surveyor is altered, the altering engineer or land surveyor shall affix to the item his or her seal and the notation "altered by" followed by his or her signature and the date of such alteration, and a specific description of the alteration.

2b. To all geologic drawings and reports to which the seal of a professional geologist or professional engineer has been applied, there shall also be applied a stamp with appropriate wording warning that it is a violation of this article for any person, unless he or she is acting under the direction of a professional geologist or professional engineer, to alter a drawing or report in any way. If an item bearing the seal of a licensed professional geologist or professional engineer is altered, the altering party shall affix to the item his or her seal and the notation "altered by" followed by his or her signature and the date of such alteration, and a specific description of the alteration. Nothing contained in this article shall be deemed to authorize a professional geologist to practice professional engineering unless he or she is licensed as a professional engineer pursuant to this article.

New York

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New York Regulations – Part 68 – § 68.13 Seals

For those applicants initially applying for licensure on or after July 1, 1984, seals used by licensed professional engineers, land surveyors and professional geologists shall be circular in shape, approximately 1 3/4 inches in diameter, bearing the legend at the top of the outer band, "STATE OF NEW YORK" and at the bottom "LICENSED PROFESSIONAL ENGINEER" or "LICENSED LAND SURVEYOR" or "LICENSED PROFESSIONAL ENGINEER AND LAND SURVEYOR" or "LICENSED PROFESSIONAL GEOLOGIST" as the case may be. In the inner circle above the Great Seal of New York shall be shown the name of the licensee, and below the Great Seal the license number with no other letters or number.

Architecture

New York Board of Architecture – https://www.op.nysed.gov/architecture

New York Education Law – Article 147 – Architecture – https://www.op.nysed.gov/professions/architecture/laws-rules-regulations/article-147

New York Commissioner's Regulations – Part 69 – Architecture – https://www.op.nysed.gov/professions/architecture/laws-rules-regulations/part-69

New York Rules of the Board of Regents – Part 29 – Unprofessional Conduct - https://www.op.nysed.gov/title8/rules-board-regents/part-29

Responsible Charge:

Rules of the Board of Regents – Part 29 – § 29.3

(a)(3) Unprofessional conduct shall also include, in the professions of architecture and landscape architecture, engineering, land surveying and geology, … certifying by affixing the licensee's signature and seal to documents for which the professional services have not been performed by, or thoroughly reviewed by, the licensee; or failing to prepare and retain a written evaluation of the professional services represented by such documents in accordance with the following requirements:

i. a licensee who signs and seals documents not prepared by the licensee or by an employee under the licensee's direct supervision shall prepare and retain for a period of not less than six years, a thorough written evaluation of the professional services represented by the documents, including but not limited to drawings, specifications, reports, design calculations and references to applicable codes and standards. Such written evaluation shall clearly identify the project and the documents to which it relates, the source of the documents and the name of the person or organization for which the written evaluation was conducted, and the date of the evaluation, and the seal and signature of the licensee shall also be affixed thereto; and

ii. nothing in this paragraph shall be construed as authorizing the practice of a design profession in this State by persons other than those authorized to practice pursuant to the provisions of Article 145, 147 or 148 of the Education Law …

Stamping and Sealing:

New York Education Law – Article 147 – § 7307

1. Every architect shall have a seal, approved by the board, which shall contain the name of the architect and either the words "Registered Architect" and such other words or figures as the board may deem necessary. All working drawings and specifications, prepared by such architect or by a full-time or part-time subordinate employed under his supervision, shall be stamped with such seal and shall also be signed on the original with the personal signature of such architect when filed with public officials. Except for plans and specifications excluded from the provisions of this article by section seventy-three hundred six of this article, no official of this state, or of any county, city, town or village therein, charged with the enforcement of laws, ordinances or regulations relating to the construction or alteration of buildings or structures, shall accept or approve any plans or specifications that are not stamped:
   a. With the seal of an architect or professional engineer registered in this state and bearing the authorized facsimile of the signature of such architect or professional engineer; or
   b. With the official seal and authorized facsimile of the signature of an architect or professional engineer not a resident of this state and having no established business in this state, but who is legally qualified to practice as such in his own state or country, provided that such person holds a limited permit issued by the department, and provided further that the plans or specifications are accompanied by and have attached thereto written authorization issued by the department for the specific project.

New York Regulations – Part 69 – § 69.5 Seals

a. For those applicants initially applying for licensure on or after the effective date of this Part (January 1, 1987), seals used by licensed architects shall be circular in shape, approximately 1 3/4 inches in diameter, bearing the legend at the top of the outer band, "Registered Architect" and at the bottom "State of New York". In the inner circle above the Great Seal of New York shall be shown the name of the licensee, and below the Great Seal the license number with no other letters or numbers.

b. To all plans, specifications and reports to which the seal of an architect has been applied, there shall also be applied a stamp with appropriate wording warning that it is a violation of the law for any person, unless acting under the direction of a licensed architect, to alter an item in any way. If an item bearing the seal of an architect is altered, the altering architect shall affix to his item the seal and the notation "altered by" followed by his signature and the date of such alteration, and a specific description of the alteration.

North Carolina

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Engineering

North Carolina Board of Examiners for Engineers & Surveyors – www.ncbels.org
Note: professional engineers and land surveyors are regulated by a single licensing board in North Carolina.

Statutes and Rules:
The North Carolina Engineering and Land Surveying Act, Chapter 89C of the North Carolina General Statutes (NCGS)
Title 21, Chapter 56 of the North Carolina Administrative Code (NCAC)

Responsible Charge:

Both professional engineers and land surveyors are collectively referred to as "licensees" herein. Additional rules that apply to land surveyors are included in a separate section at the end.

Definition of Responsible Charge. "Responsible charge" is defined as one having "direct control and personal supervision, either of engineering work or of land surveying." NCGS § 89C-3(10).

Practice by Government Entities. State and local governmental entities may not engage in the practice of engineering or land surveying where the safety of the public is directly involved without the project being under the responsible charge of a professional engineer or professional land surveyor. NCGS § 89C-19.

Licensure of Business Entities. The North Carolina prohibits a corporation or business firm from engaging in the practice of engineering or land surveying unless the entity is licensed by the Board. Firm or corporate licensure does not alter the requirement that all engineering and land surveying work done by the entity be performed by the responsible charge of individual registrants; neither does it relieve the individual registrants of their supervision and design responsibilities. NCGS § 89C-24.

Exceptions for Employees/Assistants. North Carolina Engineering and Land Surveying Act "does not prevent…[e]ngaging in engineering or land surveying as an employee or assistant under the responsible charge of a professional engineer or professional land surveyor." NCGS § 89C-25(4).

Stamping and Sealing:

In addition to the statutes and rules herein, there are specific sealing requirements for recordable maps which pertain only to land surveyors and are included in a separate section at the end.

Basic Statutory Requirements for Seals & Sealing.
NCGS § 89C-16(c) provides the following regulations concerning the seals for both professional engineers and land surveyors:

- Each licensee must obtain a seal of a design authorized by the Board bearing the licensee's name, license number, and the legend, 'professional engineer,' or 'professional land surveyor.'
- Final drawings, specifications, plans and reports prepared by a licensee shall, when issued, be certified and stamped with the seal or facsimile of the seal unless the exemption in NCGS § 89C-25(7a) (exemption for engineers engaged in manufacturing) applies.
- When an engineer practices land surveying, the engineer must use a land surveyor's seal.

Sealing Only in Areas of Competency and with "Direct Supervisory Control."
Under 21 NCAC 56 .0701(c)(3), a licenesee may "not affix the signature or seal to any engineering or land surveying plan or document dealing with subject matter for which the licensee lacks competence by virtue of education or experience, nor to any such plan or document not prepared under the licensee's direct supervisory control."

Misuse of Seals is Professional Misconducts.
Under 21 NCAC 56 .1101 it is "misconduct … to seal work done by another individual unless the work is performed under the 'responsible charge' of the Professional Engineer or Professional Land Surveyor."

Primary Requirements for Sealing & Certification.
The primary requirements for use of a seal are set forth in 21 NCAC 56 .1103 and are summarized below.

Sealing & Certifying Final Drawings - 21 NCAC 56 .1103(a).
For final drawings, certification is required on reproductions or original drawings. The following rules also apply:

- The seal may be a rubber stamp, embossed seal, computer-generated seal, or other facsimile that becomes a permanent addition to a plan sheet or map.
- The licensee's written signature must be placed over, or adjacent to, the seal on the original document; a facsimile signature is not acceptable.
- The date of signing must be annotated on the original document.
- All sheets of engineering and surveying drawings must be certified.

North Carolina

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Exceptions for Manufacturing/Utilities. NCGS § 89C-25(7a) creates an exception for licensure for persons or business entities manufacturing products or supplying public utilities. However, "where the safety of the public is directly involved," the engineering or surveying work must be performed under the "responsible charge" of a licensed engineer or surveyor.

Administrative Definition of "Responsible Charge." 21 NCAC 56 .0701(c)(3) provides a further definition of "responsible charge" beyond the one found in NCGS § 89C-3(10): "Direct supervisory control (responsible charge) requires a licensee or employee to carry out all client contacts, provide internal and external financial control, oversee employee training, and exercise control and supervision overall job requirements to include research, planning, design, field supervision and work product review. Direct supervisory control may be accomplished face to face or by other means of communication…."

Resident Professionals in Each Office. Under 21 NCAC 56 .0901, every business entity that performs or offers to perform engineering services or land surveying services in North Carolina must have a resident professional engineer or surveyor in responsible charge in each separate office located in North Carolina where the services are offered. To qualify as the resident professional, a licensee must "spend[] a majority of the licensee's normal working time in that office. Such time shall not be less than a majority of the operating hours of the business." A licensee can "be the resident licensee at only one place of business at one time unless each business is at least one-third owned by the resident professional."

No Sealing of Work by Others. 21 NCAC 56 .1101 establishes that it is professional misconduct "to seal work done by another individual unless the work is performed under the 'responsible charge' of the Professional Engineer or Professional Land Surveyor."

- The name, address and license number of the licensee's firm shall be included on each sheet of engineering drawings. For surveys, the name, address and license number of the licensee's firm shall be included on the first sheet of the survey or title sheet.
- Any revision on a drawing after a licensee's certification is affixed shall be described and dated and if not done under the responsible charge of the same licensee shall be separately certified.

Sealing & Certifying Specifications and Reports - 21 NCAC 56 .1103(b).
All specifications, reports, or other documents, including letter reports and calculations, shall conform to the following:

- Certification is required on original specifications, reports, or other documents, including letter reports and calculations;
- The seal may be a rubber stamp, or other facsimile;
- The licensee's written signature must be placed over, or adjacent to, the seal on the original document. A facsimile signature is not acceptable;
- The date of signing must be annotated on the original document;
- The title sheet of engineering specifications or other reports must be certified and bear the name, address and license number of the licensee's firm; and
- Any revision in the document after a licensee's certification is affixed shall be described and dated and if not done under the responsible charge of the same licensee shall be separately certified.

Exceptions to Sealing Requirements - 21 NCAC 56 .1103(c).
Sealing and certifying any drawing, map, etc. signifies that it is the final work of the licensee unless the work is stamped or marked with any of the following terms:

- "Preliminary - Do not use for construction";
- "Progress Drawings - Do not use for construction";
- "Preliminary Plat - Not for recordation, conveyances, or sales";
- "Final Drawing - Not released for construction";
- "Final Drawing - For Review Purposes Only";
- "Not a Certified Document – This document originally issued and sealed by (name of licensee), (license number), on (date of sealing). This document shall not be considered a certified document";
- "Not a Certified Document as to the Original Document but Only as to the Revisions - This document originally issued and sealed by (name of licensee), (license number), on (date of sealing). This document is only certified as to the revisions."

Firm Seal Not Substitute for Individual Seal.
The use of a seal by a firm is not required for certification. A firm seal is not authorized for use in lieu of the required seal of a licensee. When a firm seal is used, it does not relieve the individual licensee of the requirements and responsibilities pertaining to the individual's seal. 21 NCAC 56 .1105.

Sealing Standard Plans Prepared Out-of-State.
21 NCAC 56 .1106 establishes the requirements for a North Carolina professional engineer to review standard design plans that were initially prepared and certified by an engineer licensed in another state. Under this rule, the "reviewing Professional Engineer who is licensed in North Carolina assumes responsibility for such standard designs. Standard plans . . . shall be sealed by the reviewing North Carolina Professional Engineer who is assuming responsibility."

North Carolina

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Architecture

North Carolina Board of Architecture – www.ncbarch.org

Statutes and Rules:
Chapter 83A of the North Carolina General Statutes (NCGS)
Title 21, Chapter 2 of the North Carolina Administrative Code (NCAC)

Responsible Charge:

In North Carolina, the requirements for architects in responsible charge are established by statutes and administrative rules.

Practice by Foreign Business Entities. NCGS § 83A-8(b) allows foreign corporations to practice architecture in North Carolina. "Such corporations shall designate the individual or individuals licensed to practice architecture in this State who shall be in responsible charge of all architectural work offered or performed by such corporation in this State. Such corporations shall notify the Board of changes in such designation."

Architects to Seal Contract Documents Only when in "Responsible Control." Under 21 NCAC 02 .0206(d), an architect may only seal contract documents if they are in responsible control. (Note that 21 NCAC 02 .0206(d) concerns "responsible control" while the other statutes and rules covered in this section address "responsible charge.") Under this rule "responsible control" means "that amount of control over and professional knowledge of the content of technical submissions during their preparation as is exercised by an architect applying the required professional standard of care."

Stamping and Sealing:

In North Carolina, sealing of drawings by architects is governed by statutes and administrative rules.

Basic Statutory Requirements for Architectural Seals. NCGS § 83A-10 provides the following regulations concerning the seals for architects:

- Every licensed architect must have a seal authorized by the licensing board and must imprint all drawings and sets of specifications prepared for use in the state with an impression of the seal.
- Corporations practicing architecture must have a separate corporate seal for use in identifying plans, specifications, etc. issued by the corporation.
- Use of a corporate seal is in addition to and not in substitution for the requirement that an architect apply their individual seal.

Exemption for Smaller Commercial Buildings. NCGS § 83A-13(c1) provides that "a commercial building project with a total value of less than ninety thousand dollars ($90,000) and a total project area of less than 2,500 square feet shall be exempt from the requirement for a professional architectural seal."

Discipline for Misuse of Seal. An architect may not allow others to use their seal or represent that the architect was the author of the drawing, etc. unless the drawing, etc., was prepared personally by the architect or under direct supervision of the architect. NCGS § 83A-15(a)(1)(b). *See also* 21 NCAC 02 .0206(a) ("An architect shall not sign nor seal drawings, specifications, reports, or other professional work that were not prepared by the architect or under his or her responsible control.").

Primary Sealing Requirements. The primary sealing requirements are set forth in 21 NCAC 02 .0206 and are summarized below.
Basic Administrative Rules for Architectural Seals - 21 NCAC 02 .0206(a)(1). An architect must seal their work whether or not the work is for an exempt project under NCGS § 83A-13. *See also* 21 NCAC 02 .0211(c). An architect may seal those portions of the professional work that:

- were prepared by or under the responsible control of persons who are registered architects in North Carolina if the architect has reviewed in whole or in part such portions and has either coordinated their preparation or integrated them into his or her work; and
- are not required by law to be prepared by or under the responsible control of an architect if the architect has reviewed and adopted in whole or in part such portions and has integrated them into his or her work.

Individual Seals - 21 NCAC 02 .0206(a)(2). Individual seals may be a rubber stamp, embossed seal, computer-generated seal, or other facsimile that becomes a permanent addition to original drawings or sets of specifications for use in this state. The original, handwritten signature of the individual named on the seal shall be considered part of an individual seal and shall appear across the face of each original seal imprint along with the date of affixation. The seal must include the registrant's name and state that the registrant is a "Registered Architect."

Firm Seals - 21 NCAC 02 .0206(a)(3). Firm seal design shall be as follows:

- The seal may be a rubber stamp, embossed seal, computer-generated seal, or other facsimile that becomes a permanent addition to drawings or sets of specifications. The seal must state the architectural firm's approved name.

North Carolina

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Designation of Architect in Responsible Charge by Foreign Firm. 21 NCAC 02 .0215(b) is the corresponding administrative rule to NCGS § 83A-8(b). It provides that the foreign firm must designate at least one architect who is licensed in North Carolina to be in responsible charge for the firm practice of architecture within the state.

- For a firm which is a professional corporation the words "Registered Architectural Corporation, North Carolina" must be included in the seal. For a PLLC, the words "Registered Architectural Company" must be included on the seal.
- A sole proprietorship is not required to have a firm seal and shall seal all work with an individual seal.

Pre-Printed Seals Prohibited - 21 NCAC 02 .0206(a)(4). The use of pre-printed documents bearing a pre-printed facsimile of the signed and dated seal is prohibited.

Locations of Seals - 21 NCAC 02 .0206(a)(5). Architects must affix their seal on one original of all their drawings and specifications as follows:

- on the cover sheet of each design and on each drawing prepared by the architect for the design;
- on the index page identifying each set of specifications; and
- on the index page of all other technical submissions.

Misc. Seal Regulations - 21 NCAC 02 .0206(a)(6)-(8) Presentation documents, such as renderings used to communicate conceptual information, shall not be sealed or signed. Documents considered incomplete by the architect may be released for interim review without the architect's seal or signature affixed, but shall be dated, bear the architect's name, and be marked to indicate the documents are for interim review and not intended for bidding, procurement, permit, or construction purposes. Those sheets or pages prepared by licensed professional consultants, such as structural, mechanical or electrical engineers, retained by the architect shall bear the seal and registration number of the consultant responsible therefore and shall not be sealed by the architect.

Original Signatures - 21 NCAC 02 .0206(a)(9). The use of signature reproductions such as rubber stamps, computer generated, or other facsimiles are not permitted in lieu of actual handwritten and hand dated signatures. However, a digital signature may be used if it complies with subsection (e) of this rule.

Implications of Sealing- 21 NCAC 02 .0206(a)(10). The use of a seal is an individual act whereby the architect must personally sign over the imprint of the seal. By sealing documents for use in this state, an architect is representing that he or she is in responsible control over the content of such documents and has applied the required professional standard of care. The architect is responsible for security of the seal when not in use.

Use of Firm Seal - 21 NCAC 02 .0206(a)(11). The use of the firm seal does not replace the requirement for an architect's individual seal. The firm seal must be affixed in addition to the individual seal on the cover sheet.

Sealing Prototype Design Documents - 21 NCAC 02 .0206(b). The sealing of prototypical building design documents prepared by architects who are registered in North Carolina or in their state of origin may be sealed by a succeeding licensed architect registered in North Carolina as provided in this rule.

Post-Construction Drawings - 21 NCAC 02 .0206(b). Post-construction drawings prepared by an architect, but based upon representations of contractors, are not plans that are for "bidding, procurement, permit, or construction purposes" and need not be sealed by the architect as long as the documents bear the name of the architect and include language stating "these drawings are based in part upon the representations of others and are not for bidding, procurement, permit, or construction purposes."

Architect-of-Record. The architect-of-record is the person or entity whose seal appears on the drawings, etc. 21 NCAC 02 .0209(8)(a).

Structural Alterations Require Seal. Under 21 NCAC 02 .0211 (a)(5)(B), the seal of an architect or professional engineer is required if an alteration, remodeling or renovation alters or affects the structural system of a non-exempt building. For exemptions *see* NCGS § 83A-13.

Corporations Required to a Have Seal. 21 NCAC 02 .0214(e) requires that corporations registered to practice architecture must adopt a seal.

North Carolina

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Land Surveying

North Carolina Board of Examiners for Engineers & Surveyors – www.ncbels.org

Statutes and Rules:
The North Carolina Engineering and Land Surveying Act, Chapter 89C of the North Carolina General Statutes (NCGS)
Title 21, Chapter 56 of the North Carolina Administrative Code (NCAC)

Responsible Charge:

The following rules are from Title 21, Chapter 56 of the North Carolina Administrative Code and pertain only to certain surveys conducted by land surveyors.

Vertical Control Survey. Under 21 NCAC 56 .1605(b), a vertical control survey must contain a certification by the land surveyor that the survey was conducted under the surveyor's direct and responsible charge.

Topographic Mapping, Airborne/Spaceborne Surveys. Under 21 NCAC 56 .1606, topographic and planimetiric mapping and airborne and spaceborne surveys must include a certification by the land surveyor that the survey was conducted under the surveyor's direct and responsible charge.

GPS Survey. Under 21 NCAC 56 .1607(b), all prepared documents in a GPS survey must contain a certification by the land surveyor in responsible charge of the survey.

LIS/GIS Survey. 21 NCAC 56 .1608(c) sets forth various requirements for a land surveyor in responsible charge of a LIS/GIS boundary or geodetic survey.

Stamping and Sealing:

Recorded Maps. Chapter 47, section 30 of the North Carolina General Statutes pertains to land surveyor's sealing requirements for maps which are to be recorded with the county register of deeds.

North Dakota

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Engineering and Land Surveying

North Dakota State Board of Registration for Professional Engineers and Land Surveyors – http://ndpelsboard.org/
North Dakota Cent. Code § 43-19.1 – http://www.legis.nd.gov/cencode/t43c19-1.pdf#nameddest=43-19p1-01
North Dakota Administrative Code – Title 28 – Board of Registration for Professional Engineers and Land Surveyors – http://www.legis.nd.gov/information/acdata/html/Title28.html

Responsible Charge:

Final documents are required to be sealed by someone with responsible charge of the project:

N.D. Cent. Code § 43-19.1-02(11).
"Responsible charge" means direct control and personal supervision of engineering or surveying work.

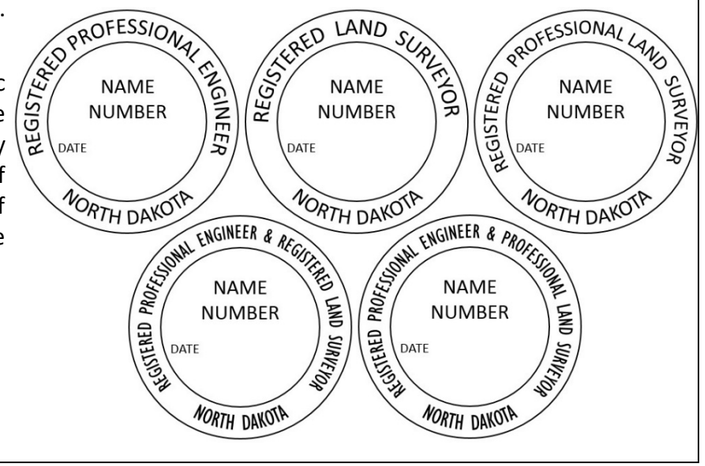
Stamping and Sealing:

N.D. Cent. Code § 43-19.1-21. Seals.
North Dakota Code provides that "final engineering drawings, specifications, maps, plats, reports, or other documents prepared by [an engineer or land surveyor] required to be registered under this chapter, when presented to a client, contractor, subconsultant, or any public agency, must be signed, dated, and stamped with the seal or facsimile of the seal. A working drawing or unfinished document must contain a statement to the effect the drawing or document is preliminary and not for construction, recording purposes, or implementation."

N.D. Admin. Code § 28-02.1-08-02. Seals.

1. The board has adopted standard seals or stamps similar to those illustrated in this section for use by registered professional engineers and professional land surveyors as prescribed by law. The seal authorized by the state board of registration for professional engineers and land surveyors for registrants is of the crimp type or rubber stamp, or electronic. Seals prepared after July 1, 2005, shall be of a design so the seal consists of two concentric circles with the diameter of the outer circle being one and three-fourth inches [44.45 millimeters] and the diameter of the inner circle being one and one-fourth inches [31.75 millimeters]. The upper portion between the two circles shall bear whichever of the following phrases is applicable to the registrant: "Registered Professional Engineer", "Registered Professional Land Surveyor", or "Registered Professional Engineer & Land Surveyor". Professional land surveyors who purchased a seal with the phrase "Registered Land Surveyor" prior to January 1, 2011, are not required to purchase a new seal. At the bottom of the annular space between the two circles shall appear the inscription "North Dakota"; the inner circle shall contain the name of the registrant, registration number, and the word "Date". The registration number assigned should be centered in the inner area of the seal in the space occupied by the word "NUMBER" and the size of the numbers should not be larger than the word "NAME". The words and parentheses "(NUMBER)" and "(NAME)" should not appear on the seal.
2. Seals may be of rubber stamp, metal impression type, computer-generated, or electronically generated. Computer-generated and electronically generated seals are herein referred to as an "electronic seal"
3. A registrant shall also apply the registrant's signature across the face of the seals for a nonelectronic signature. "Nonelectronic signature" means a handwritten identification containing the name of the person who applied it. An electronic signature is a signature that is computer-generated or electronically generated and must be unique to and under the sole control of the person using it, must be capable of verification, and must be linked to a document in such a way that the electronic signature is invalidated if any data on the document is changed. An electronic signature is not required to be across the face of the seal. A rubber stamp or facsimile is not allowed. The signature and seal must also be dated.

Acceptable seal examples (not actual size) that accompany the above text are reproduced at right.



North Dakota

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N.D. Admin. Code § 28-02.1-08-03. Use of seals.

1. The original copies of all drawings, plan sheets, specifications, studies, reports, plats, maps, and other engineering and surveying work product other than earthwork cross sections, each of which hereafter is referred to as a “document” in this section, must receive a seal, date, and signature.
   a. Studies, reports, and project specifications need the seal and signature only on a single introductory sheet.
   b. Every sheet or drawing in an original set of engineering plans must receive a seal and signature.
   c. If computer-generated or electronically generated seals or signatures are used on documents combined into a single file, they can be electronically applied by electronic process allowing the seal or signature to be computer-generated on all required documents by one computer action.
2. Registrants may accept assignments and assume responsibility for coordination of an entire project and sign and seal the engineering and land surveying documents for the entire project, provided that each technical segment is signed and sealed only by the qualified engineers or land surveyors who prepared the segment.
3. Registrants shall not affix their signatures or seals to any engineering or land surveying plan or document dealing with subject matter for which the registrant lacks competence by virtue of education or experience, nor to any such plan or document not prepared under the registrant's direct supervisory control.
4. A registrant shall not contract with a non-licensed individual to provide these professional services.
5. A registrant may affix the seal and signature to drawings and documents depicting the work of two or more professionals, either from the same or different disciplines, provided it is designated by a note under the seal the specific subject matter for which each is responsible.
6. Any changes made to the final plans, specifications, drawings, reports, or other documents after final revision and sealing by the registrant are prohibited by any person other than the registrant, or another registered individual who assumes responsible charge for the directly related documents, except as provided herein. A duly registered individual making changes to final sealed documents must assume responsible charge and reseal the directly related final documents unless the changes are construction phase revisions, including record drawings, which do not affect the functional design, and such revisions adequately reflect that changes have been made and the original plans are available for review.
7. Mere review of work prepared by another person, even if that person is the registrant's employee, does not constitute responsible charge.
8. A registrant may not affix the registrant's seal or signature to documents having titles or identities excluding the registrant's name unless:
   a. Such documents were developed by the registrant or under the registrant's responsible charge and the registrant has exercised full authority to determine their development.
   b. A registrant who is required to use the standard drawings of a sponsoring agency need not affix the registrant's seal and signature to said standard drawings.
   c. The registrant is providing the registrant's opinion as to the compliance of the document with specific identified rules or statutes and it is clearly identified that the registrant only reviewed the document and had no technical control over the contents of the document.
9. Electronic reproductions of drawings, plan sheets, specifications, studies, reports, plats, maps, and other engineering and surveying work product that are distributed to reviewing agencies, owners, clients, contractors, suppliers, and others must either contain the electronic seal and digital signature as required by this chapter, or have a digital signed and electronic sealed statement from the registrant transmitting the same which shall read: "This document(s) was originally issued and sealed by (name), Registration Number (number) on (date)".The statement shall also include the statement that "The original documents are stored at (location)", or "The original documents have been destroyed and are no longer available", whichever is applicable. Sets of plans or drawings must have this statement attached to every sheet of the set. For specifications, reports, and studies, only the cover or introductory sheet need include this statement.
10. Paper or hard copy reproductions of drawings, plan sheets, specifications, studies, reports, plats, maps, and other engineering and surveying work product that are distributed to reviewing agencies, owners, clients, contractors, suppliers, and others shall contain a reproduction of the seal and signature. A new seal and original signature will not be required with such paper distribution.
11. Working drawings and unfinished documents must comply with North Dakota Century Code section 43-19.1-21.

North Dakota

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Architecture

North Dakota State Board of Architecture – http://ndsba.net/

North Dakota Cent. Code § 43-03 – http://www.legis.nd.gov/cencode/t43c03.pdf#nameddest+43-03-01

North Dakota Administrative Code – Title 8 – Board of Architecture and Landscape Architecture – http://www.legis.nd.gov/information/acdata/html/Title8.html

Responsible Charge:

North Dakota Administrative Code requires that professional work product be stamped by someone with "responsible control" which is defined as follows:

N. D. Admin. Code § 8-03-06-01.
Responsible control. In accordance with the concept in the law that architecture or landscape architecture is a personal service to the public, the board supports any architectural practice within any legal structure as long as the corporate structure and operating agreements reflect that an architect retains responsible and complete control and individual responsibility for performing architectural services. Within any legal structure or operating agreements the architect performing or in responsible control of the professional services must be identified and that corporate structure and operating agreements must not be used to shield unlicensed practice.

Stamping and Sealing:

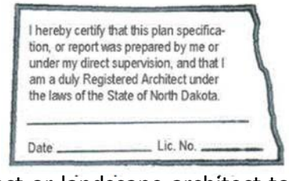
North Dakota regulations describe the requirements for signing or sealing of professional work product by someone with responsible control:

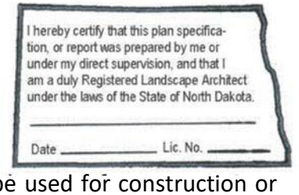
N.D. Admin. Code § 8-07-05-02.
An architect or landscape architect shall not sign or seal drawings, specifications, reports, or other professional work for which the person does not have responsible control; provided, however, that in the case of the portions of such professional work prepared by the architect's or landscape architect's consultants, registered under this or another professional registration law of this jurisdiction, the architect or landscape architect may sign or seal that portion of the professional work if the architect or landscape architect has reviewed such portion, has coordinated its preparation, and intends to be responsible for its adequacy. Signature and seal requirements must be prepared as outlined in sections 8-06-01-02 and 8-06-01-03.

N.D. Admin. Code § 8-06-01-02. Design of stamp.

1. Each licensed architect's or landscape architect's stamp shall be no less than one and one-half inches and no more than two inches in diameter. It shall contain the name of the licensed architect or landscape architect; the individual's license number, the word "DATE: / / " and the words "LICENSED ARCHITECT - STATE OF NORTH DAKOTA" or "LICENSED LANDSCAPE ARCHITECT - STATE OF NORTH DAKOTA" as appropriate. This stamp shall be as per the format [shown at right]:

The stamp designed and adopted by the board in the rules and regulations dated_____, as it appears [below], will be accepted for persons licensed prior to the effective date of those rules.





2. The format of the stamp may be a rubber stamp, an embosser, or a digital image.
3. Each licensee is responsible for procuring the licensee's own stamp.

N.D. Admin. Code § 8-06-01-03. Use of the stamp.

1. The stamp shall be imprinted on all documents prepared by the licensed architect or landscape architect to be used for construction or technical submissions whether the project or building type is exempt or not exempt under North Dakota statutes.
2. Documents to be used for construction shall be imprinted as follows:
   a. On each final drawing sheet; and
   b. On the cover, title, certification, or index page or each set of the project manual or specifications.

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3. Documents to be used for technical submissions shall be imprinted as follows:
   a. On each final design drawing; and
   b. On the cover, title, certification, or index page of each set.
4. Letter-formatted reports or professional opinions shall be imprinted at the end of the letter in the area of the letter's salutation.
5. The original signature of the licensed architect or landscape architect named on the stamp shall appear across the face of each original stamp imprint, along with the date of signing. This signature may be either digital or wet. Documents with digital stamp, signature, and date that are submitted for building permitting shall have a wet signature and date written over the digital stamp, signature, and date. This requirement is for any project or building type whether exempt or not exempted under statutes of North Dakota. The digital signature with date and the wet stamp shall approximate the format shown [shown below]:
6. The stamp appearing on any drawings, project manual or specification, technical submissions, or letter-formatted reports or opinions shall be prima facie evidence that said technical submission was prepared by or under the responsible control of the individual name on the stamp only if the stamp has been signed and dated.

(Example of architect's digital or wet stamp)

(Example of landscape architect's digital or wet stamp)

(Examples of architect's and landscape architect's wet signature of digital stamp for permitting process)

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Engineering and Land Surveying

Professional Land Surveyors of Ohio – http://ohiosurveyor.org/

Ohio State Board of Registration for Professional Engineers and Surveyors – http://www.peps.ohio.gov/

Ohio Revised Code Chapter 4733: *Professional Engineers and Professional Surveyors* – http://codes.ohio.gov/orc/4733

Ohio Administrative Code Chapter 4733: *State Board of Registration for Professional Engineers and Surveyors* – http://codes.ohio.gov/oac/4733

Responsible Charge:

Responsible charge of engineering or surveying teaching shall be construed as responsible charge of important engineering or surveying work. R.C. § 4733.04.

In considering the qualifications of applicants, responsible charge of engineering or surveying teaching may be construed as responsible charge of engineering or surveying work, respectively. No applicant shall receive credit for more than six years of engineering or surveying experience because of educational qualifications. The mere execution, as a contractor, of work designed by a professional engineer or professional surveyor, or the supervision of the construction of such work as a superintendent is not deemed to be practical experience in engineering or surveying work. R.C. § 4733.11(F).

Each firm, partnership, association, limited liability company, or corporation through which professional engineering or professional surveying services are offered or provided in this state shall designate one or more full-time partners, managers, members, officers, or directors as being responsible for and in responsible charge of the professional engineering or professional surveying activities and decisions, and those designated persons shall be registered in this state. Each firm, partnership, association, limited liability company, or corporation shall annually file with the state board of registration for professional engineers and surveyors the name and address of all owners and all persons designated as being in responsible charge of the professional engineering or professional surveying activities and decisions and any other information the board may require. R.C. §4733.16(D).

“Responsible charge” means being in control of, accountable for and in either direct or indirect supervision of the engineering and/or surveying activities of the business enterprise. O.A.C. § 4733-39-02(A).

Stamping and Sealing:

R.C. 4733.14 Certification of Registration - Seals

Each registrant may, upon completing registration, obtain a seal of the design authorized by the board, bearing the registrant's name and the legend, "registered professional engineer," or "registered professional surveyor," provided, however, that any registered surveyor's seal obtained prior to the amendment of this section effective April 4, 1985, 140 Ohio Laws 4092, shall remain as a legal seal for any registrant who was registered as a "registered surveyor." Plans, specifications, plats, reports, and all other engineering or surveying work products issued by a registrant shall be stamped with the seal and be signed and dated by the registrant or bear a computer-generated seal and electronic signature and date, but no person shall stamp, seal, or sign any documents after the registration of the registrant named thereon has expired or the registration has been revoked or suspended, unless the registration has been renewed or reissued.

O.A.C. 4733-23-01 Registrant's seal

(A) Each registrant may upon registration obtain a seal of the design authorized by the board, bearing the registrant's name and the legend, "Registered Professional Engineer," or "Registered Professional Surveyor." Plans, specifications, plats, reports and all other engineering or surveying work product issued by a registrant shall be stamped with the said seal and be signed and dated by the registrant, or bear a computer generated seal and electronic signature and date. No person shall stamp or seal any document with said seal after the certificate of the registrant named thereon has expired, or suspended, or has been revoked, unless said certificate of registration shall have been renewed or reissued.

(B) Each registrant is charged with the safeguarding of their personal seal.

(C) By affixing their seal to any document, the registrant certifies to the accuracy and completeness of the information contained in the sealed document, and by such action, assumes full responsibility thereof.

(D) Plans, specifications, plats, reports and all other engineering or surveying work product bearing a computer generated seal and electronic signature and date shall have an electronic authentication process attached to or logically associated with the electronic document. The electronic signature must be unique to the person using it; capable of verification; under the sole control of the person using it; linked to a document in such a manner that the electronic signature is invalidated if any data in the document is changed.

O.A.C. 4733-35-07 Improper conduct

(A) The engineer or surveyor shall not sign and/or seal professional work for which he or she does not have personal professional knowledge and direct supervisory control and responsibility. This is interpreted by the board to mean that an engineer or surveyor shall not sign and/or seal professional work unless that work was prepared under his/her supervision and direction. The engineer or surveyor shall be involved in the project and must be closely involved in the preparation of the work product.

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Under provisions of section 4733.16 of the Revised Code, each firm, partnership, association, limited liability company or corporation holding a "Certificate of Authorization" shall annually file no later than June thirtieth with the board on forms provided by this board, the name and address of each owner and the name and address of all persons designated as being in responsible charge of the professional engineering and/or professional surveying activities and decisions, who must be registered in Ohio as appropriate. O.A.C. §4733-39-04(A).

Ohio P.E. and P.S. Seals – http://www.peps.ohio.gov/Enforcement/PE,PSSeals.aspx

After obtaining professional registration in Ohio, you are authorized to obtain a seal for use as required by law on your engineering plans, specifications, designs, documents, surveying plans, plats, property descriptions and reports. The seal must bear the words "State of Ohio," your name, your serial number, and the legend "Registered Professional Engineer" or "Registered Professional Surveyor." The seal is described as size #1: 1-¾" diameter for a rubber stamp seal or 1- ⅝" diameter for an embossing seal.

Architecture

Ohio Architects Board and Landscape Architects Board – http://www.arc.ohio.gov/

Ohio Revised Code Chapter 4703: *Architects* – http://codes.ohio.gov/orc/4703

Ohio Administrative Code Chapter 4703: *State Board of Examiners of Architects* – http://codes.ohio.gov/oac/4703

Responsible Charge:

"Responsible control" - means that amount of control and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by a registered architect applying the required professional standard of care, including but not limited to an architect's integration of information from manufacturers, suppliers, installers, the architect's consultants, owners, contractors, or other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect's technical submissions when the architect has coordinated and reviewed such information.

Each firm, partnership, association, limited liability company, or corporation through which architectural services are offered or provided in this state shall designate one or more trustees, partners, managers, members, officers, or directors as being in responsible charge of the professional architectural activities and decisions, and those designated persons shall be registered in this state. In the case of a corporation holding a certificate of authorization provided for in division (L) of this section, at least one of the persons so designated shall be a director of the corporation. Each firm, partnership, association, limited liability company, or corporation of that type shall annually file with the architects board the name and address of each trustee, partner, manager, officer, director, member, or shareholder, and each firm, partnership, association, limited liability company, or corporation of that type shall annually file with the board the name and

Stamping and Sealing:

R.C. 4703.12 Seal

Each original certificate of qualification to practice architecture issued and registered shall authorize the holder to practice architecture as a registered architect throughout this state from the date of issuance until the last day of December of the odd-numbered year next succeeding the date upon which the certificate was issued, unless the certificate has been revoked or suspended for cause as provided in section 4703.15 of the Revised Code. Every holder of such certificate or its renewal shall secure a seal of the design prescribed by the rules of the architects board. All working drawings and specifications prepared by or under the supervision of the holder shall be imprinted with this seal. No person shall seal any document unless the person is the holder of a certificate currently in good standing.

O.A.C. 4703-3-01 Seal Requirements

(A) Each architect shall be authorized to use a seal as hereinafter directed in paragraphs (B) and (C) of this rule on all documents prepared by the architect or under the architect's direct supervision for use in this state for the purpose of properly imprinting the drawings, specifications, and other contract documents as required by section 4703.12 of the Revised Code. The seal shall be circular in shape and two inches in diameter. Concentric with the outside of the seal there shall be a circle one and three eighths inches in diameter. In the annular space between the circle and the outside of the seal shall be the words "state of Ohio" at the top and "registered architect" at the bottom. The name of the architect and the architects registration number shall be placed horizontally within the inner circle. The seal shall be either an individual embossing seal, rubber stamp seal, electronically generated seal or other reproducible facsimile.

(B) The application of the architect's seal, above the architect's printed name, license number, and expiration date of the architect's license, and an ink or electronic signature, to the title or first sheet of bound sets of drawings, to the title page of bound specifications and to other drawings and contract documents required for official filing with building permit agencies shall constitute the imprinting required by section 4703.12 of the Revised Code.

The term signature as used herein shall mean a handwritten identification containing the name of the person who applied it; or for electronic or digital documents shall mean an electronic authentication process attached to or logically associated with the document. The digital signature must be unique to, and under the sole control of the person using it; it must also be capable of verification and linked to a document in such a manner that the digital signature is invalidated if any data on the document is altered.

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address of all persons designated as being in responsible charge of the professional architectural activities and decisions and any other information the board may require. If there is a change in any such person in the interval between filings, the change shall be filed with the board in the manner and within the time that the board determines. R.C. §4703.18(K).

Each firm, partnership, association, limited liability company, or corporation through which landscape architectural services are offered or provided in this state shall designate one or more trustees, partners, managers, members, officers, or directors as being in responsible charge of the professional landscape architectural activities and decisions, and those designated persons shall be registered in this state. Each firm, partnership, association, limited liability company, or corporation of that type shall annually file with the board the name and address of each trustees, partner, manager, officer, director, member, or shareholder, and each firm, partnership, association, limited liability company, or corporation of that type shall annually file with the board the name and address of all persons designated as being in responsible charge of the professional landscape architectural activities and decisions and any other information the board may require. If there is a change in any such person in the interval between filings, the change shall be filed with the board in the manner and within the time that the board determines. R.C. § 4703.331(E).

Other review, or reviewing and correction, of technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed professional knowledge of the content of such submissions throughout their preparation. O.A.C. 4703-1-01(I)

(C) The architect shall imprint documents only if the architect was the author of such drawings, specifications and other contract documents or was in responsible charge of their preparation.

(D) An electronic seal and signature are permitted to be used in lieu of an original seal and signature when the following criteria, and all other requirements of this paragraph are met:

(1) It is a unique identification of the professional;

(2) It is verifiable;

(3) It is under the professional's direct and sole control;

(4) It is linked to the document in such a manner that changes are readily determined and visually displayed if any data contained in the document file was changed subsequent to the electronic seal and signature having been affixed to the document, and

(5) In addition, once the electronic seal and signature is applied to the document, the document shall be available in a view only format if the document is to be electronically transmitted;

(6) The graphic image of the electronic seal and signature shall be readily available and produced in a manner acceptable to the board. It shall contain the same wording as and shall have substantially the same graphic appearance and size as required by paragraph (A) of this rule when the image of the electronically transmitted document is viewed at the same size as the document in the its original form.

O.A.C. 4703-3-07(E)(1) Professional Conduct

An architect shall not sign or seal drawings, specifications, reports, or other professional work for which he or she does not have direct professional knowledge and direct supervisory control; provided, however, that in the case of the portions of such professional work prepared by the architect's consultants, registered under this or another professional registration law of this jurisdiction, the architect may sign or seal that portion of the professional work if the architect has reviewed such portion, has coordinated its preparation, and intends to be responsible for its adequacy.

Company or Corporate seals are not permitted in Ohio. Architects/landscape architects must seal their own work. Ohio law always requires that the individual sealing the documents have a written contract with the client for services; possess direct professional knowledge and direct supervisory control of the designs from inception to completion before applying their seal.

FAQs about Ohio's Seal Law: http://www.arc.ohio.gov/Seals-Sealings

The seal must contain the following information:

- The seal shall be circular in shape and two inches in diameter.
- Concentric with the outside of the seal there shall be a circle one and three-eighths inches in diameter.
- The words "State of Ohio" at the top between two knurled circles and the words "Registered Architect" or "Landscape Architect" in a like position at the bottom.
- The individual's name shall be placed horizontally in the circular field accompanied by the certificate number.

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Engineering & Land Surveying

Oklahoma State Board of Licensure for Architects, Professional Engineers and Professional Land Surveyors https://www.ok.gov/pels/Regulations/#3
Professional Statutes : Oklahoma Revised Statutes Title 59. Professions and Occupations, Chapter 2. Architects. State Architectural and Registered Interior Designers Act. Chapter 10. Engineering and Land Surveying.
Oklahoma Administrative Code, Title 245 Chapter 2.

Responsible Charge:

According to Oklahoma Revised Statute § 475.1 et seq., "responsible charge" means direct control and personal supervision of engineering work or land surveying. Oklahoma Administrative Code, Title 245: 15-17-2(K) discusses responsible charge providing:

(1) A licensee shall perform or have responsible charge over all professional engineering or land surveying services to include development of a complete design file including work or design criteria, calculations, code research, field notes, and any necessary and appropriate changes to the work. The burden is on the successor licensee to demonstrate such compliance.
(2) The non-professional services, such as drafting, need not be redone by the successor licensee but must clearly and accurately reflect the successor licensee's professional work.
(l) Prototypical design plans - A licensee may take responsible charge over standard, prototypical design plan, including drawings and specifications in printed or electronic form, for the purpose of adapting the plan to a specific site in this state, provided the licensee's work is completed in accordance with the provisions of this Chapter. This provision shall apply to both site adaptation of new structures and site adaptation for construction in an existing structure.
(1) In the case of an existing structure, the engineering for modifications to the existing structure and any of its systems shall be under the and responsible charge of persons licensed in this state.
(2) Standard, prototypical designs that may be site adapted under this provision are drawings and specification documents prepared for the purpose of defining the Owner's requirements but not yet completed for construction on a specific site.
(3) Site adaptation shall not include, and this provision does not authorize, a licensee to take responsible charge over work designed for construction

Stamping and Sealing:

The Oklahoma Administrative Code, Title 245, Chapter 2 provides the following regulations concerning the professional engineer's seal:

245:15-17-1. Licensee's seal

(a) Every person authorized to practice engineering or land surveying by a certificate of licensure must obtain a seal with which to identify all final engineering and land surveying papers or documents, including drawings, specifications, plans, reports, land surveys, plats, land descriptions, design information, construction documents, calculations, addenda, change orders, field orders and other documents of service involving the practice of engineering or land surveying issued by the licensee for use in the State of Oklahoma whenever presented to a client or any public agency to certify that the work thereon was done by the licensee or under the direct control and personal supervision of the licensee..

(b) The seal required shall be of a type which will make an image on the surface of original documents and duplications of original documents. The use of a rubber stamp or electronic digitization which produces an accurate and legible image of the seal is permissible.

(c) The seal of the licensee shall consist of two (2) concentric circles. The inner circle shall have inscribed the licensee's name and number, which corresponds to the name and certificate number shown on the Certificate of Licensure. The area between the two (2) circles shall be inscribed a with the word "Oklahoma" at the bottom reading counter-clockwise and the words "Licensed Professional Engineer" or "Licensed Professional Land Surveyor" at the top reading clockwise. The seals commercially designated as 1 7/8" seal, with an inner circle of 1 1/8" diameter and an outer circle of 1 3/4" diameter, or the 1 5/8" seal, with an inner circle of 1 1/16" diameter and an outer circle of 1 9/16" diameter, are acceptable, as shown in Appendix A of this Chapter. Reproduction of the original documents with the required seal may produce a different seal size provided the seal remains completely legible.
(d) A licensee who practices in other than their full legal name shall register the name customarily used in professional practice with the Board together with a copy of their signature for such customarily used name. The seal may be inscribed with the registered, customarily used name, the signature affixed across the seal shall be the name inscribed on the seal. A seal and signature affixed in a registered, customarily used name shall have the same force and effect as the seal and signature affixed in a licensee's full legal name.

(e) Existing seals containing the words "Registered Professional Engineer", "Registered Professional Land Surveyor", and "Registered Land Surveyor" may continue to be used.

245:15-17-2. Use of seal

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on a specific site in this state that was prepared by a person not licensed in this state.
(4) Standard prototypical design plans shall not be released publicly or submitted to a client or user unless the plans are marked with a statement substantially equivalent to 'This document is preliminary in nature and is not a final, signed and sealed document'. The statement shall not be removed until an Oklahoma licensee has taken responsible charge of the work and the work is dated and issued under the seal and signature of an Oklahoma licensee.
(5) A licensee shall perform or have responsible charge over all professional engineering services to include development of a complete design file including work or design criteria, calculations, code research, and any necessary and appropriate changes to the work. The burden is on the successor licensee to demonstrate such compliance.
(6) The non-professional services, such as drafting, need not be redone by the successor licensee but must clearly and accurately reflect the successor licensee's professional work.
(7) The licensee shall have direct control and personal supervision over the engineering work and the signed, dated, and sealed originals of all documents over which the licensee has taken responsible charge under this provision.
(k) Successor licensee - In circumstances where a licensee in responsible charge of the work is unavailable to complete the work, or the work is a site adaptation of a standard design plan, a successor licensee may take responsible charge over, and complete the work, in accordance with the provisions of this Chapter.

(a) The application of the licensee's signature and date of signature to a sealed document shall constitute certification that the work thereon was done by the licensee or under the licensee's direct control and personal supervision and that the licensee accepts full responsibility and liability for the professional work represented thereon. Authorized use of the prescribed seal is an individual act. The licensee is responsible for its security at all times. The licensee shall permit no other person, firm, or entity to use the prescribed seal. The seal shall be affixed to documents and instruments only during the time the licensee's license is current and in good standing. Whenever the seal is applied, the document must be signed by the licensee thereby certifying that he or she is competent in the subject matter and was in direct control and personal supervision of the work product.

(b) Licensees must affix their seal, signature and date of signature to documents or drawings which reflect work for which the licensee has responsible charge, including revisions and addenda thereto. In the case when multiple licensees are involved, each sheet in a set of drawings shall contain the seal, signature and date of the licensee responsible. A licensee not practicing as, or through a firm shall also include contact information to include address and phone number.

(c) Regarding professional engineering, the licensee is responsible for meeting all of the following requirements to be in direct control and personal supervision of the work:

1. The licensee supervises the preparation of the plans, specifications, drawings, reports, or other documents and has input into their preparation prior to their completion and reviews the final plans, specifications, drawings, reports, or other documents prior to signing and sealing the work; and

2. The licensee has the authority to, and does, make any necessary and appropriate changes to the final plans, specifications, drawings, reports, or other documents prior to signing and sealing the work; and

3. The intent of the definition of direct control and personal supervision may be met if all provisions of the definition are met using remote electronic or communication means.

4. An engineer who signs and seals work must be capable of answering questions as to the engineering decisions made during the work on the project in sufficient detail as to leave little doubt as to the engineer's competence for the work performed. It is not necessary to defend decisions, as in an adversary situation, but only to demonstrate the engineer who is in direct control and personally supervising the work made them and possessed sufficient knowledge of the project to make them. The individual should be able to clearly define the degree of control over the work and how it was exercised and should be able to demonstrate that the engineer was answerable within said degree of control necessary for the work done.

5. The intent of the law shall not be met if an unlicensed person independently performs engineering work, to then be reviewed, signed and sealed by a professional engineer. An unlicensed person may only be used if the professional engineer is personally directing the unlicensed person, and the work is performed concurrent with the supervision.

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(d) Regarding land surveying, the licensee is responsible for meeting all of the following requirements to be in direct control and personal supervision of the work:

1. The licensee directly controls and personally supervised the surveying work; and

2. The licensee has the authority to, and does, make any necessary and appropriate changes to the work prior to signing and sealing the work; and

3. All surveying offices must have a professional land surveyor physically present at the location to be in responsible charge of, and in direct control and supervision of the work; and

4. A surveyor who signs and seals work must be capable of answering questions as to the surveying decisions made during the project in sufficient detail as to leave little doubt as to the surveyor's involvement with the work performed. It is not necessary to defend decisions, as in an adversary situation, but only to demonstrate that the surveyor who is in direct control and personally supervising the work made them and possessed sufficient knowledge of the project to make them. The licensee should be able to clearly define the degree of control over the work and how it was exercised and should be able to demonstrate that the surveyor was answerable within said degree of control necessary for the work done.

5. The intent of the law shall not be met if an unlicensed surveying crew independently performs surveying work, to then be reviewed, signed and sealed by a professional land surveyor. An unlicensed surveying crew may only be used if the professional land surveyor in direct control and supervision of the work is personally directing the land surveying crew, and the work is performed concurrent with the supervision.

(e) In the case of bound documents, licensees must affix their seal, signature and date of signature to the cover sheet or index page, which identifies all documents bound together for which the licensee has responsible charge. In the absence of covers and index pages each document must have the seal, and dated signature of the licensee who has responsible charge. For bound documents involving multiple licensees, either each document in the bound set must be sealed, signed and dated by the licensee in responsible charge for that portion of the work, or the cover sheet or index page must be sealed, signed and dated by each licensee with a breakdown of the licensee in responsible charge of each document clearly identified.

(f) In the case when the work consists of a letter or report prepared by a single licensee, the licensee need only seal, sign and date the first page, title page or signature page of the document.

(g) The Statute, 59 O.S., Sections 475.1 et seq. and Rules of the Board in this Chapter describe the use of the seal of the licensee. The seal, signature and date of signature shall be placed on all final engineering and land surveying documents whenever presented to a client or any public agency to certify that the work thereon was done by the licensee or under the responsible charge of the licensee. In lieu of sealing, signing and dating each copy of the work, the seal, signature and date shall be placed on originals, tracings, or other reproducible documents by the licensee in such a manner that when the originals, tracings, or other reproducible documents are reproduced the seal, signature and date will be legible.

(h) Work of a preliminary nature, submitted to obtain comments and not for formal approval, shall be clearly marked with the following statement: '**This document is preliminary in nature and is not a final, signed and sealed document'.**

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(i) An Engineer Intern or Land Surveyor Intern shall not have a seal.]

(j) Drawings, reports, or documents that require a signature may be signed using a digital signature. The digital signature must be:

1. Unique to the person using it;

2. Capable of verification; and

3. Under the sole responsibility and control of the licensee affixing it.

A. A scanned image or other reproduction of an original signature may be used in lieu of an original signature or digital signature if accompanied by an original handwritten date.

B. A digital signature having an electronic authentication process attached to or logically associated with the electronic document may also be used and does not need to include the handwritten date but must be dated. In this instance, the digital signature shall be linked to a document in such a manner that the data in the document can be verified as being unaltered since the time that the digital signature was affixed.

(m) Any revision to a document containing the seal and signature of a licensee shall be identified and dated. Revisions not done by the original licensee must be signed and sealed by the licensee in responsible charge of the revision. At no time shall a successor licensee remove the seal and signature of the original licensee in responsible charge of the work.

(n) Record drawings prepared to reflect changes made during construction based on the record of changes made to construction drawings and changes to the construction observed by the licensee or on the licensee's behalf or reported by contractors is deemed a drafting service and shall not require a licensee's seal, signature, and date of signature.

(o) In the case of a firm, each separate document, the first page of a bound document, and, in the case of multiple licensees, the portion of the work for which each firm is responsible, shall also show the name of the firm, the firm's Certificate of Authorization number, contact information for the firm.

(p) Engineering or surveying technical submissions given to an architect for a project must be signed and sealed by the professional engineer or land surveyor in responsible charge of the work prior to the architect taking responsible charge of the work as the prime professional for the project.

(q) Consultants hired to do work on behalf of the firm must sign, seal and date their work and include their title block, contact information, and Certificate of Authorization information, if applicable, on the work. Consultants may not sign and seal as the responsible charge engineer for the firm to which they are consulting.

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(3) The licensee shall have direct control and personal supervision over the engineering or surveying work and the signed, dated, and sealed originals of all documents over which the licensee has taken responsible charge under this provision. A professional engineer or land surveyor who adopts, signs, and seals work previously engineered or surveyed under this provision shall perform sufficient review and calculation to ensure that all standards of practice required of licensees are met, including satisfying the relevant criteria stated in paragraph (c)(iv) and (d)(iv) above and shall take professional and legal responsibility for documents signed and sealed.

Architecture

Oklahoma Board of Architects, Landscape Architects, and Interior Designers https://www.ok.gov/Architects/
Oklahoma State Architectural and Interior Designers Act https://www.ok.gov/Architects/.../Final%20Act%20July%202010%20-%20print.doc

Responsible Charge:

According to Oklahoma Statute § 46.1 et seq., "responsible control" means the amount of control and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by licensed architects or landscape architects applying the required professional standard of care.

The Oklahoma State Architectural and Interior Designers Act discusses responsible control, providing that when a technical submission is signed, sealed and dated, the architecture is said to have responsible control of the detailed knowledge of the content therein.

Stamping and Sealing:

Architect's seal - rules, Board of Governs of the Licensed Architects, Landscape Architects and Interior Designers of Oklahoma*:*
55:10-11-8.

(a) Seal required. Every individual authorized to practice architecture or landscape architecture by a License shall procure a seal with which to identify all technical submissions, addenda, filed orders and other documents of service issued by the Licensee for use in this state. This seal may be purchased from any company of the Licensee's choice or computer generated.

(b) Type of Seal. The seal required shall be of a type that makes an image on the surface of original documents and duplications of original documents. The use of a rubber stamp or electronic image producing an accurate an legible image of the seal is permissible.

(c) Design of seal. The seal of a licensed Architect shall contain his/her name, Oklahoma License number and the words, "Licensed Landscape Architect, State of Oklahoma."

Code of Oklahoma 59 Okl. St. § 46.25 provides that each licensed architect shall have a seal, the image of which must contain the name of the architect, the person's license number and the words, "Licensed Architect, State of Oklahoma".

All technical submissions prepared by such architect, or under the responsible control of the architect, shall be sealed, signed and dated, which shall mean that the architect was in responsible control over the content of such technical submissions during their preparation and has applied the required professional standard of care. No licensed architect may sign or seal technical submissions unless they were prepared by or under the responsible control of the architect; except that:

The person may sign or seal those portions of the technical submissions that were prepared by or under the responsible control of persons who are licensed under the State Architectural and Registered Interior Designers Act if the architect has reviewed and adapted in whole or in part such portions and has either coordinated their preparation or integrated them into the work; and

# Oklahoma	Jennifer Kanady FAC Services 800 University Bay Dr., Suite 200 Madison, WI 53705
	The person may sign or seal those portions of the technical submissions that are not required to be prepared by or under the responsible control of an architect if the architect has reviewed and adapted in whole or in part such submissions and integrated them into the work. The seal may be a rubber stamp or may be generated electronically, pursuant to rules adopted by the Board.

Oregon

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Engineering

Oregon State Board of Examiners for Engineering and Land Surveying http://www.oregon.gov/OSBEELS/Pages/default.aspx
Professional Statutes – Oregon Revised Statutes Volume 15. Occupations Chapter 672 Professional Engineers; Land Surveyors; Photogrammetrists; Geologists

Responsible Charge:

According to Oregon Revised Statute § (ORS) 672.002(9) “Responsible Charge” means "to have supervision and control of: (a) The engineering design of works with responsibility for design decisions; (b) Land surveying work for the purpose of ensuring conformance to the relevant requirements of law and sound surveying practice; or (c) Photogrammetric mapping project work, which may include, but need not be limited to, work regarding the extent of coverage, location of ground control, aerial photography or similarly remotely sensed data, the measurement of features detected by remote sensing equipment, quality control for compliance with standards and specifications and the presentation of findings."

Chapter 820 of the Oregon Administrative Rules (OAR), which were adopted by the Oregon State Board of Examiners for Engineering and Land Surveying states that "responsible charge" is "evidenced by performing
substantially the following:

a. Establishing the manner or method by which services are rendered;
b. Establishing quality controls for the services rendered;
c. Communicating with clients;
d. Reviewing designs, calculations, plans, surveys or maps;
e. Supplying deficiencies found in or correcting errors contained in designs, calculations, plans, surveys or maps;
f. Making changes to documents, including but not limited to, designs, plans, plats, surveys or maps; and
g. With respect to land surveying, reviewing field evidence and making final decisions concerning the placement of survey monuments and surveyed lines." OAR 820-005-0075.

Stamping and Sealing:

Oregon Revised Statute § 672.020 provides the following regulations concerning the professional engineer's seal:

1) In order to safeguard life, health and property, no person shall practice or offer to practice engineering in this state unless the person is registered and has a valid certificate to practice engineering issued under ORS 672.002 to 672.325.
2) Each registered professional engineer shall, upon registration, obtain a seal of the design authorized by the State Board of Examiners for Engineering and Land Surveying. Every final document including drawings, specifications, designs, reports, narratives, maps and plans issued by a registrant shall be stamped with the seal and signed by the registrant. The signature and stamp of a registrant constitute a certification that the document was prepared by the registrant or under the supervision and control of the registrant.

OAR 820-025-0005 adopted by the Oregon State Board of Examiners for Engineering and Land Surveying contains the following additional seal content and application requirements:

Seal Requirements and Contents

1) Seals, as referenced by ORS 672.020(2) and 672.025(2), must contain the printed name of the registrant, the date of registration, the number of the registrant's certificate of registration, and the registrant's professional title. The registrant's printed name on the seal will be exactly the same as the registrant’s name on file with the Board.
2) The size, design and content of the seal will be an exact replica, in style, of the examples shown in Exhibit 1 (Official Seals) for the profession or branch of the profession in which the registrant is licensed. (A tolerance of 1/4" is permitted as to the size of the seal). The expiration or renewal date may be made part of the seal. If the expiration or renewal date is not made part of the seal, it must be handwritten, in permanent ink, after the word "Expires" or “Renews.” Reduced or enlarged seals are not permitted on final documents. In addition to these requirements, registrants will use the following seals:
   (a) Professional engineers holding a structural engineering certificate will use the seal with the designation "Structural" above the words "Registered Professional Engineer," as shown in Exhibit 1-b. Other registered professional engineers will use [the seal in Exhibit 1-a].
   (b) Registered professional traffic engineer, who may practice only traffic engineering will use the seal shown in Exhibit 1-f.

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According to ORS § 672.002(10) "Supervision and control" means "establishing the nature of, directing and guiding the preparation of, and approving the work product and accepting responsibility that the work product is in conformance with standards of professional practice."

OAR 820-005-0080 adds that "supervision and control" is evidenced by performing the following:

a) Spending time directly supervising the work to assure that the person working under the licensee is familiar with the significant details of the work;
(b) Providing oversight, inspection, observation and direction regarding the work being performed;
(c) Providing adequate training for persons rendering services and working on projects under the licensee;
(d) Maintaining readily accessible contact with the person providing services or performing work by direct proximity or by frequent communication about the services provided or the work performed. Communications between the licensee and persons under the licensee's supervision and control include face-to-face communications, electronic mail, and telephone communications and similar, other communications that are immediate and responsive; and
(e) Applying the licensee's seal and signature to a document."

Seal Application

(3) The seal may be applied to a document by rubber stamp or it may be computer-generated onto the document.

(4) The registrant will sign through the middle of the seal or in the place on the seal as indicated for signature, in handwriting, and in permanent ink.

(5) A digital signature, for final documents is acceptable as an alternative to a handwritten signature in permanent ink if the digital signature:

(a) Is unique to the registrant using it;
(b) Is independently verifiable by a Certificate Authority (3rd Party);
(c) Is under the sole control of the registrant using it;
(d) Is linked to the document in such a manner that the digital signature is invalidated if any data in the document is changed; and
(e) Bears the phrase 'digitally signed' in place of a handwritten signature.

Scope of Responsibility/Restrictions

"(6) Only individuals registered as professional engineers, professional traffic engineers, professional land surveyors, professional photogrammetrists, or certified water rights examiners may use a seal with a shape, form or wording similar to those shown in Exhibit 1. Using such a seal without registration constitutes falsely representing that the person is authorized to practice the profession.

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(7) Registrants in the 'pending' status must, as part of their seal or handwritten in permanent ink, write the word “pending” as the expiration date if their expiration date is part of their seal, and write the word “pending” as their renewal date if their renewal date is part of their seal."

OAR 820-025-0015 provides the following additional guidance on signing and applying a professional engineer's seal to final documents:
"(1) All final documents identified in ORS 672.020(2), 672.025(2), and 672.028(2) must bear the seal and signature of the registrant under whose supervision and control they were prepared.

(2) Documents that are not final documents must be marked as 'preliminary', 'not for construction', 'review copy', "draft copy, subject to change", or with some similar wording to indicate that the documents are not intended to represent the final work product of the registrant. Documents submitted to a client, customer, public entity, or any other person, are final documents and must bear the seal and signature of the registrant under whose supervision and control they were prepared, unless such document is clearly marked as not a final document."

Architecture

The Oregon State Board of Architect Examiners https://public.orlicensing.oregon.gov/ORBAEPortal/Home.aspx
Professional Statutes – Oregon Revised Statutes Volume 15. Occupations Chapter 671 Architects; Landscape Professions and Business

Responsible Charge:
Oregon Revised Statute Chapter 671, which governs the practice of architecture in Oregon, does not include a definition of "responsible charge." But the administrative rules prepared by the Oregon Board of Architect Examiners ("OBAE") specifies that "An architect may not seal and sign, or countersign, or allow his or her seal or signature to be affixed to any architectural plans, drawings, documents, specifications or reports not prepared by him or her or under his or her responsible control and supervision." OAR 806-010-0045(7).

If an Architect signs or seals technical submissions that he or she did not prepare, but that were prepared under the Architect's responsible control by persons who are not regularly employed in the office where the Architect is resident, then that Architect may be required to provide records demonstrating the nature and extent of his or her control over the technical submission throughout its preparation.

Oregon Revised Statute Sections 671.020(5), 671.025(1)(a), and 671.025(3) provide the following regulations concerning the architect stamps:

671.020 Registration requirement; consulting architects; foreign architects; rules; use of title; stamp; use of name.

"(5) Every registered architect shall, upon registration, obtain a stamp of the design authorized by the board. All drawings and the title page of all specifications intended for use as construction documents in the practice of architecture must bear the stamp of a registered architect and be signed by the architect. The stamp and signature constitute certification that the architect has exercised the requisite professional judgment about and made the decisions upon all matters embodied within those construction documents, that the documents were prepared either by the architect or under the direct control and supervision of the architect and that the architect accepts responsibility for the documents."

671.025 Certain drawings and specifications to carry stamp

(1) Any person applying for a license or permit required under the laws of this state or the ordinances of any jurisdiction in which the person proposes to erect, construct, enlarge, alter, repair, move, improve, remove or convert a building shall submit an original or reproduction of the drawings and specifications for the work proposed. The drawings and specifications must:
(a) Bear the stamp of a registered architect or registered professional engineer if the services of a registered architect or registered professional engineer are required under ORS 671.010; **and**
(b) Be drawn to scale with sufficient clarify to indicate the nature and extent of the work proposed and that the work proposed conforms with the requirements of ORS 671.010 to 671.220, the state building code and any other applicable laws and ordinances.
(2) The drawings and specifications must bear identification that includes, but is not limited to:
(a) The project name and location;
(b) The name, address and telephone number of the person responsible for the preparation of the documents;
(c) The name, address and telephone number of the owner; **and**
(d) The date the documents were issued.

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(3) Each jurisdiction that requires the issuance of a permit as a condition precedent to the construction, alteration, improvement or repair of any building or structure shall require the signature and registration stamp on the drawings and specifications from a person authorized to prepare the drawings and specifications.

(4) The registration stamp and signature on the drawings and specifications of the architect or engineer preparing the drawings and specifications constitute compliance with this section.

(5) This section does not apply to the issuance of permits if the preparation of the drawings and specifications for the construction, alteration, improvement or repair of a building or structure is exempt from the provisions of this section, except that the person preparing the drawings and specifications for others shall be so identified.

Oregon Administrative Rules Section 806-010-0045

Stamp Requirement and Contents
(1) Every registered architect shall have a stamp or seal bearing the name of the registrant only, together with the city and state in which the architect's principal office is located. The stamp or seal may include the architect's registration number issued by the Board.

(2) The seal must be one of crimp type, rubber stamp type, or may be electronic.

Scope of Representations and Responsibility

(6) By signing and sealing a technical submission, the architect represents that the architect was in responsible control over the content of such technical submissions during their preparation and has applied the required professional standard of care.

(7) An architect may not seal and sign, or countersign, or allow their seal or signature to be affixed to any architectural plans, drawings, documents, specifications or reports not prepared by them or under their responsible control and supervision.

(8) Any architect signing or sealing technical submissions not prepared by that architect, but prepared under the architect's responsible control, will maintain and make available to the Board, upon request, reasonably adequate records to demonstrate the nature and extent of the architect's control over, and professional knowledge of, such technical submissions throughout their preparation.

Completion of Drawings and Specifications of Deceased or Disabled Architect

(9) Notwithstanding other sections of these rules, a successor registered architect may complete a deceased or disabled architect's drawings and specifications intended for permitting and construction as though they were the successor's original but must perform a thorough review and will become fully responsible for the content. The successor registered architect must use their own title block, seal, and signature, and must remove the title block, seal, and signature of the deceased or disabled architect.

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Land Surveying

Oregon State Board of Examiners for Engineering and Land Surveying http://www.oregon.gov/OSBEELS/Pages/default.aspx

Professional Statutes – Oregon Revised Statutes Volume 15. Occupations Chapter 672 Professional Engineers; Land Surveyors; Photogrammetrists; Geologists

Responsible Charge:

According to Oregon Revised Statute § (ORS) 672.002(9) “Responsible Charge” means "to have supervision and control of: (a) The engineering design of works with responsibility for design decisions; (b) Land surveying work for the purpose of ensuring conformance to the relevant requirements of law and sound surveying practice; or (c) Photogrammetric mapping project work, which may include, but need not be limited to, work regarding the extent of coverage, location of ground control, aerial photography or similarly remotely sensed data, the measurement of features detected by remote sensing equipment, quality control for compliance with standards and specifications and the presentation of findings.”

Chapter 820 of the Oregon Administrative Rules (OAR), which were adopted by the Oregon State Board of Examiners for Engineering and Land Surveying states that "responsible charge" is "evidenced by performing substantially the following:

a) Establishing the manner or method by which services are rendered;
b) Establishing quality controls for the services rendered;
c) Communicating with clients;
d) Reviewing designs, calculations, plans, surveys or maps;
e) Supplying deficiencies found in or correcting errors contained in designs, calculations, plans, surveys or maps;
f) Making changes to documents, including but not limited to, designs, plans, plats, surveys or maps; and
g) With respect to land surveying, reviewing field evidence and making final decisions concerning the placement of survey monuments and surveyed lines." OAR 820-005-0075.

Stamping and Sealing:

Oregon Revised Statute § 672.025 provides the following regulations concerning the land surveyor's seal:

"(1) No person shall practice land surveying in this state unless the person is registered and has a valid certificate to practice land surveying issued under ORS 672.002 to 672.325.

(2) Every registered professional land surveyor shall, upon registration, obtain a seal of the design authorized by the State Board of Examiners for Engineering and Land Surveying. Every final document including drawings, specifications, designs, reports, narratives, maps and plans issued by a registrant shall be stamped with the seal of and signed by the registrant. The signature and stamp of a registrant constitute a certification that the document was prepared by the registrant or under the registrant’s supervision and control.

(3) Notwithstanding the provisions of ORS 672.005 (1), a registered professional engineer not also registered as a professional land surveyor shall not establish, reestablish or restore land boundaries, corners or monuments between lands not held in common ownership or intended for conveyance."

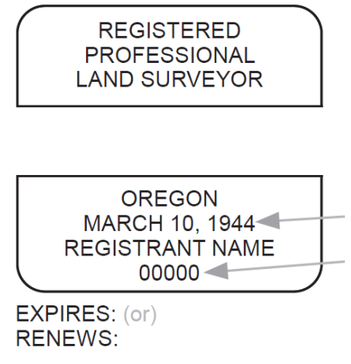
OAR 820-025-0005 adopted by the Oregon State Board of Examiners for Engineering and Land Surveying contains the following additional seal content and application requirements:

Seal Requirements and Contents

"(1) Seals, as referenced by ORS 672.020(2) and 672.025(2), must contain the printed name of the registrant, the date of registration, the number of the registrant's certificate of registration, and the registrant's professional title. The registrant's printed name on the seal will be exactly the same as the registrant’s name on file with the Board.

(2) The size, design and content of the seal will be an exact replica, in style, of the examples shown in Exhibit 1 (Official Seals) for the profession or branch of the profession in which the registrant is licensed. (A tolerance of 1/4" is permitted as to the size of the seal). The expiration or renewal date may be made part of the seal. If the expiration or renewal date is not made part of the seal, it must be handwritten, in permanent ink, after the word "Expires" or “Renews.” Reduced or enlarged seals are not permitted on final documents. In addition to these requirements, registrants will use the following seals…

(c) Registered professional land surveyors will use the seal shown in Exhibit 1-c to the Rule. Exhibit 1-c is illustrated [at right]:



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According to ORS § 672.002(10) "Supervision and control" means "establishing the nature of, directing and guiding the preparation of, and approving the work product and accepting responsibility that the work product is in conformance with standards of professional practice."

OAR 820-005-0080 adds that "supervision and control" is evidenced by performing the following:

a) Spending time directly supervising the work to assure that the person working under the licensee is familiar with the significant details of the work;

b) Providing oversight, inspection, observation and direction regarding the work being performed;

c) Providing adequate training for persons rendering services and working on projects under the licensee;

d) Maintaining readily accessible contact with the person providing services or performing work by direct proximity or by frequent communication about the services provided or the work performed. Communications between the licensee and persons under the licensee's supervision and control include face-to-face communications, electronic mail, and telephone communications and similar, other communications that are immediate and responsive; and

e) Applying the licensee's seal and signature to a document."

Seal Application

"(3) The seal may be applied to a document by rubber stamp or it may be computer-generated onto the document.

(4) The registrant will sign through the middle of the seal or in the place on the seal as indicated for signature, in handwriting, and in permanent ink.

(5) A digital signature, for final documents is acceptable as an alternative to a handwritten signature in permanent ink if the digital signature:

(a) Is unique to the registrant using it;

(b) Is independently verifiable by a Certificate Authority (3rd Party);

(c) Is under the sole control of the registrant using it;

(d) Is linked to the document in such a manner that the digital signature is invalidated if any data in the document is changed; and

(e) Bears the phrase 'digitally signed' in place of a handwritten signature."

Scope of Responsibility/Restrictions

"(6) Only individuals registered as professional engineers, professional traffic engineers, professional land surveyors, professional photogrammetrists, or certified water rights examiners may use a seal with a shape, form or wording similar to those shown in Exhibit 1. Using such a seal without registration constitutes falsely representing that the person is authorized to practice the profession.

(7) Registrants in the 'pending' status must, as part of their seal or handwritten in permanent ink, write the word “pending” as the expiration date if their expiration date is part of their seal, and write the word “pending” as their renewal date if their renewal date is part of their seal."

OAR 820-025-0015 provides the following additional guidance on signing and applying a professional engineer's seal to final documents:

"(1) All final documents identified in ORS 672.020(2), 672.025(2), and 672.028(2) must bear the seal and signature of the registrant under whose supervision and control they were prepared.

(2) Documents that are not final documents must be marked as 'preliminary', 'not for construction', 'review copy', "draft copy, subject to change", or with some similar wording to indicate that the documents are not intended to represent the final work product of the registrant. Documents submitted to a client, customer, public entity, or any other person, are final documents and must bear the seal and signature of the registrant under whose supervision and control they were prepared, unless such document is clearly marked as not a final document."

Pennsylvania

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Engineering and Land Surveying

Pennsylvania State Registration Board of Professional Engineers, Land Surveyors, and Geologists – https://www.dos.pa.gov/eng

The Engineer, Land Surveyor and Geologist Registration Law – 63 P.S. Chapter 5 – https://codes.findlaw.com/pa/title-63-ps-professions-and-occupations-state-licensed/

Regulations governing State Registration Board of Professional Engineers, Land Surveyors, and Geologists – 49 Pa. Code, Chapter 37 – https://www.pacode.com/secure/data/049/chapter37/chap37toc.html

Responsible Charge:

An engineer or land surveyor may only use his/her professional seal on work over which he/she had responsible charge:

63 Pa. Stat. Ann. § 149(i)
"Responsible Charge" means a position that requires initiative, skill and independent judgment, and implies such degree of competence and accountability gained by technical education and experience of a grade and character as is sufficient to qualify an individual to personally and independently engage in and be entrusted with the work involved in the practice of engineering or land surveying. This term does not include positions which require routine performance of subprofessional work such as auxiliary survey personnel (unless acting as chief of party) and drafting personnel.

Stamping and Sealing:

Pennsylvania regulations describe the requirements for use of a seal to submit final or complete documents to public or governmental agencies for final review:

49 Pa. Code, Chapter 37, § 37.58. Seal. (*See* 49 Pa. Code § 37.60 for Digital signature and seal requirements.)

(a) A registrant shall obtain, at the registrant's own expense, a seal in the design authorized by the Board. The following are Board authorized seals for ''Registered Professional Engineer'' (Design A), ''Registered Professional Land Surveyor'' (Design B), and ''Registered Professional Geologist'' (Design C):

Design A

Design B

Design C

(b) The seal shall contain the legend ''Registered Professional Engineer,'' ''Registered Professional Land Surveyor'' or ''Registered Professional Geologist'' and the registrant's name and registration number together with a reference to the Commonwealth of Pennsylvania.

(c) The seal shall be 1 3/4 inch in diameter. The diameter of a pocket seal may be reduced to 1 1/2 inch if the design is in the same relative proportions in subsection (a).

(d) A registrant may use a metal seal, rubber stamp, computer image which is a facsimile of the seal or digital seal, if the registrant first obtains a seal in accordance with this section.

49 Pa. Code, Chapter 37, § 37.59. Use of seal. The following rules govern the proper use of a registrant's seal:

(1) A registrant may use his seal and signature only when the work being sealed and signed was prepared by the registrant or under the registrant's complete direction and control.

(2) When a registrant issues final or complete documents to a client for the client's records, or when a registrant submits final or complete documents to public or governmental agencies for final review, the seal and signature of the registrant who prepared or who directed and controlled the preparation of the documents, along with the date of issuance, shall be prominently displayed on the first page of all documents. The seal on the first page of a final or complete document shall be impressed, stamped or digital. Facsimile or digital seals shall appear on all subsequent pages of plans or plats.

(3) When multiple registrants prepare or direct and control the preparation of documents, each registrant's seal and signature shall appear on the first page of the documents, or on the first page of the identifiable portion or section of the documents which were prepared or directed and controlled by that registrant, if the respective registrants' direction and control can be reasonably segregated.

(4) When a registrant's signature is applied, it shall be applied near or across the seal, but not in a location that obliterates the registration number.

(5) A registrant may not affix or permit a seal and signature to be affixed to a document after the expiration of the registrant's licensure status, or for the purpose of aiding or abetting another person to evade or attempt to evade a provision of the act or this chapter.

(6) In the case of a temporary permit issued to an engineering, land surveying or geology registrant of another state, the registrant shall use the seal of the registrant's home state and shall affix his signature and a copy of the temporary permit to work performed in this Commonwealth.

(7) When a registrant seals and signs engineering, surveying or geology documents, one of the following methods must be used: (i) Physical placement of a seal and a handwritten signature in permanent ink containing the name of the registrant. (ii) Digital placement of a seal and a handwritten signature in permanent ink containing the name of the registrant. (iii) Digital placement of a seal and a digital signature containing the name of the registrant.

Pennsylvania

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Architecture

Pennsylvania State Architects Licensure Board – http://www.dos.pa.gov/arch

The Architects Licensure Law – 63 P. S. Chapter 2A – https://codes.findlaw.com/pa/title-63-ps-professions-and-occupations-state-licensed/

Regulations governing State Architects Licensure Board – 49 Pa. Code, Chapter 9 – https://www.pacode.com/secure/data/049/chapter9/chap9toc.html

Responsible Charge:

49 Pa. Code § 9.141
The Architect Licensure Law and corresponding regulations do not define a responsible charge. The requirements for use of an architect's seal require that the sealed document "was prepared by the architect or under the architect's personal supervision, direction and control."

Stamping and Sealing:

49 Pa. Code § 9.141. Requirement for use of seal. (*See* 49 Pa. Code § 141a. for Digital signature and seal requirements.)

(a) A licensee shall, upon licensure, obtain a metal seal, of the design authorized by the Board, bearing the licensee's name and license number and the legend, ''Registered Architect.'' A stamp design or digital seal identical to the prescribed seal may be obtained and used in lieu of, or in conjunction with, a metal seal.

(b) The following rules govern the proper use of an architect's seal:

(1) An architect may use his seal and signature only when the work being sealed and signed was prepared by the architect or under the architect's personal supervision, direction and control.

(2) When an architect issues final or complete documents to a client for the client's records, or when an architect submits final or complete documents to public or governmental agencies for final review, the seal and signature of the architect who prepared or who personally supervised the preparation of the documents, along with the date of issuance, shall be prominently displayed on the first page of all documents. The seal on the first page of a final or complete architectural document shall be impressed, stamped or digital. Facsimile or digital seals shall appear on all subsequent pages of architectural documents.

(3) When an architect's signature is applied, it shall be applied near or across the seal, but not in a location that obliterates the license number.

(4) An architect may not affix or permit a seal and signature to be affixed to a document if the architect's license has lapsed, or for the purpose of aiding or abetting another person to evade or attempt to evade a provision of the act or this chapter.

(5) When a licensee seals and signs architectural documents one of the following methods must be used: (i) Physical placement of a seal and a handwritten signature in permanent ink containing the name of the licensee. (ii) Digital placement of a seal and a handwritten signature in permanent ink containing the name of the licensee. (iii) Digital placement of a seal and a digital signature containing the name of the licensee.

49 Pa. Code § 9.142. Unlawful use of seal or stamp.

(a) An architect may not seal or stamp a document unless his license is current with the Board.

(b) An architect may not impress the seal or stamp, or knowingly permit it to be impressed or affixed, on drawings, specifications or other design documents which were not prepared by the architect or under his direct supervision.

49 Pa. Code § 9.143. Design of seal.

(a) A licensee may not design his own seal or stamp except as provided in this chapter.

(b) A seal or stamp combining the names of a number of architects in a firm may be used in lieu of individual seals or stamps, if the names of the individual licensees, their license numbers and the legend ''Architects'' appear on the combined seal or stamp, and the members of the firm are licensed to practice architecture in this Commonwealth. If one or more members of the firm are not licensed by the Board, the individual architect who is professionally responsible for the work of the firm in this Commonwealth is required to use his individual seal or stamp on that work.

(c) A reproduction of a stamp identical to the prescribed stamp may be used.

(d) This section does not relieve an individual architect whose name appears on the combined seal or stamp of a responsibility mandated in the act and this chapter.

Rhode Island

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Engineering

Rhode Island State Board of Registration for Professional Engineers – https://bdp.ri.gov/professional-engineers

State of Rhode Island General Laws – Title 5 – Chapter 5-8 – Engineers – https://webserver.rilegislature.gov//Statutes/TITLE5/5-8/INDEX.HTM

State of Rhode Island Engineering Regulations – 430-RICR-00-00-1 *et. seq*

Responsible Charge:

Rhode Island General Laws §5-8-2(j) defines "responsible charge" as "direct control and personal supervision of engineering work." More specifically, Rhode Island Administrative Code § 430-RICR-00-00-1.2 states that an individual in "responsible charge" must be a registrant of the Board of Engineering who "exerts direct control and personal supervision over all activities with and defined as engineering." Also, an individual designated in "responsible charge" of a firm "must also exert and have authority to supervise all such regulated activities by the firm with whom he or she is employed." 430-RICR-00-00-1.2; see also R.I. Gen. Laws § 5-8-24.

An individual in "responsible charge" is held professionally accountable for the "accuracy and correctness" of any documents submitted to which his or her seal has been affixed. 430-RICR-00-00-1.4(B)(1). Additionally, "responsible charge" requires taking responsibility for the "quality and professionalism of the work performed." Id.

The individual in "responsible charge" of an engineering firm has the authority to approve or disapprove any activities associated with the engineering practice of the firm. 430-RICR-00-00-1.4(B)(2); 1.7(A)(3)(explaining each firm requires a certificate of authorization and "must designate one or more engineers registered in the State of Rhode Island as being in responsible charge of all engineering work"). These decisions cannot be overturned or amended by any individual associated with the firm without the approval of an engineer designated in "responsible charge." 430-RICR-00-00-1.4(B)(2).

The "responsible charge" designation for the engineering work of a firm must be in writing, and the writing must be signed by the firm's designee(s) who are in "responsible charge." Id.; see also 430-RICR-00-00-1.8.

If the individual in "responsible charge" of the firm is terminated from such designation, the Rhode Island Board of Registration for Professional Engineers must be notified in writing within ten (10) days of the termination. 430-RICR-00-00-1.4(B)(3). Until notice is received, the individual in "responsible charge" remains designated and is to be held responsible for all work performed by the firm. Id.

Stamping and Sealing:

Per Rhode Island General Laws § 5-8-14(c), a registrant with Rhode Island's Board of Registration for Professional Engineers may obtain an authorized seal, bearing the registrant's name, serial number, and the legend "Registered professional engineer."

All final engineering cover sheets, plans, drawings, specifications, plats, and technical reports prepared by a registered engineer or under the registered engineer's "responsible charge" must bear the signature and seal of the engineer, as well as the date. R.I. Gen. Laws § 5-8-14(c); 430-RICR00-00-1.8(C)(4). Note that a facsimile of the seal is permitted and in some circumstances electronic seals are permissible as well. R.I. Gen. Laws § 5-8-14(c); 430-RICR-00-00-1.5(F)(2). In addition, the sealed document "shall bear the [registered engineer's] name or firm name, address and project name." 430-RICR-00-00-1.8(C)(4). Moreover, an engineer in "responsible charge" of a firm (listed on the firm's certificate of authorization) must stamp "drawings, reports, documents, specifications, plats or other submissions which are required to be stamped by that firm." 430-RICR-00-00-1.4(B)(1). "The failure to conform to these requirements shall constitute the failure to seal a document." 430-RICR-00-00-1.8(C)(4)(e).

Although incomplete plans, documents, or sketches, whether advance or preliminary, must be identified as such, they do not need to be sealed. 430-RICR-00-00-1.8(C). Only those final documents that "conform to accepted engineering standards and safeguard the life, health, property, and welfare of the public" shall be sealed. Id. The sealing engineer accepts responsibility of all work to which his or her seal is affixed, unless clearly indicated in writing on each sheet. Id.

The seal indicates to the public that the particular engineer has exercised control and direct supervision over the work, as well as competence. Id. Accordingly, an engineer may not affix his or her seal to engineering work if said work was not performed under his or her responsible charge (i.e. under the direct control and personal supervision). Id.; R.I. Gen. Laws §5-8-2(j). However, if a particular engineer is unable to seal his or her own work, another engineer may seal the work only after "thorough review and verification that the work has been accomplished to the same extent that would have been exercised if the work had been done under the direct control and personal supervision of" the engineer affixing his or her seal. 430-RICR-00-00-1.8(C)(3). Note that the engineer(s) listed in "responsible charge" on the firm's certificate of authorization, see 430-RICR-00-00-1.7, are the only engineer(s) who may affix his or her seal to the firm's work product. See 430-RICR-00-00-1.8; see generally Rhode Island Board of Registration for Professional Engineers, *available* at https://bdp.ri.gov/professional-engineers.

The Director of the Department of Business Regulation may suspend or revoke an engineer's certificate of registration/licensure, after notice and a hearing, if the engineer misuses his or her stamp under § 5-8-14. R.I. Gen. Laws § 5-8-18(b)(5). Accordingly, an engineer's registration/license can be suspended or revoked if the engineer signs, affixes, or permits the use of his or her seal on any work that was neither prepared by the engineer or under his or her responsible charge. R.I. Gen. Laws § 5-8-14(c). Moreover, it is unlawful for an engineer to affix, or permit to be affixed, his or her seal to any work that he or she has not been responsibly charged with, after the expiration of the engineer's registration/license, or for the purposes of aiding and abetting another individual in evading or attempting to evade engineering regulations. Id..

Rhode Island

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Architecture

Rhode Island State Board of Examination and Registration of Architects – https://bdp.ri.gov/architects

State of Rhode Island General Laws – Title 5 – Chapter 5-1 – Architects – http://webserver.rilegislature.gov//Statutes/TITLE5/5-1/INDEX.HTM

State of Rhode Island Architecture Regulations – 415-RICR-00-00-1 *et. seq*

Responsible Charge:

Rhode Island General Laws § 5-1-2(8) defines "responsible control" as the "amount of control over and detailed knowledge of the content of technical submissions during their preparations as is ordinarily exercised by registered architects applying the required professional standard of care." 415-RICR-00-00-1.4(A)(14) further explains that "responsible control" includes, but is not limited to "an architect's integration of information from manufacturers, suppliers, installers, the architect's consultants, owners, contractors, or other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect's technical submissions if the architect has coordinated and reviewed such information."

Notably, reviewing or correcting technical submissions after they have been prepared by others does not constitute "responsible control." 415-RICR-00-00-1.4(A)(14). The rationale is that the reviewing architect does not have control or detailed professional knowledge about the submissions while they were prepared. Id.

Stamping and Sealing:

According to Rhode Island General Laws § 5-1-12(a), every architect shall obtain an authorized seal by the Board of Examination and Registration of Architects. The architect's name and the title "Architect" appear on the seal, as well as the state emblem, architect's certificate number, and the word "Registered." 415-RICR-00-00-1.7(A)(1).

The seal shall be affixed to all drawings and specifications completed by the architect or under his or her "responsible control." Use of the seal means that the architect was "in responsible control over the content of such technical submissions during their preparation and has applied the required professional standard of care." 415-RICR-00-00-1.12(E)(2). Accordingly, the architect may sign and seal technical submissions only if the document was:

1) prepared by the architect;
2) prepared by persons under the architect's "responsible control";
3) prepared by another architect, but reviewed by the sealing architect, who has either:
   a) coordinated the preparation of the work, or
   b) integrated the work into the architect's own technical submission;
4) prepared by another architect, who is registered in any U.S. jurisdiction and certified by the NCARB, as long as:
   a) the documents are "prototypical building documents," and
   b) the sealing architect has reviewed the work and integrated it into his or her own technical submissions.

R.I. Admin. Code R. 5-2-1:12.

An architect may also seal work that is not required to be prepared by an architect, provided that the architect has reviewed the work and integrated it into his or her technical submissions. Id.

Furthermore, the architect's name should be printed across the seal and date below the same. 415-RICR-00-00-1.7(A)(3). Electronic seals, signatures, and dates are permitted. Id. Nonetheless, the seal shall be affixed in a manner as to ensure legible reproduction on all copies. Id.

It is imperative that architects keep and maintain records. See 415-RICR-00-00-1.7. Sealed documents that were not prepared by the sealing architect but prepared by employees not regularly employed in the sealing architect's resident office, must be kept for five (5) years. 415-RICR-00-00-1.7(E)(4). In this case, "adequate and complete records demonstrating the nature and extent of the architecture's control over and detailed knowledge of such technical submissions throughout their preparation" must be kept. Id. Likewise, architects must keep records of work that was prepared by another architect but integrated into their own technical submissions for five (5) years. 415-RICR-00-00-1.7(E)(5). These records must also be adequate and complete, "demonstrating the nature and extent of the registered architect's review of and integration of the work of such other architect's work into his/her own technical submissions, and that such review and integration met the required professional standard of care." Id.

The Director of the Department of Business Regulation may suspend or revoke an architect's certificate of registration, after notice, and hearing, if the architect misuses his or her stamp. R.I. Gen. Laws § 5-1-12(a). Accordingly, an architect's certificate of registration can be suspended or revoked if the engineer signs, affixes, or permits the use of his or her stamp on any work that was neither prepared by the architect or under his or her responsible control. Id. Moreover, an architect that impresses, or knowingly permits to be impressed, his or her stamp on work that was not prepared by the architect or under his or her responsible control is guilty of a misdemeanor, subject to penalties under § 5-1-7(c). Id. Likewise, any person who impresses, or knowingly permits to be impressed, an architect's seal after the architect's certificate of registration has "expired, or has been revoked, annulled, or suspended" is also guilty of a misdemeanor and subject to the penalties in § 5-1-7(c). Id. An architect shall surrender his or her stamp to the Board of Examination and Registration of Architects upon the forfeiture, revocation, suspension or annulment of his or her certificate of registration. R.I. Gen. Laws § 5-1-12(b).

Rhode Island

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Land Surveying

Rhode Island State Board of Professional Land Surveyors – https://bdp.ri.gov/land-surveyors

State of Rhode Island General Laws – Title 5 – Chapter 5-8.1 – Land Surveyors – https://webserver.rilegislature.gov//Statutes/TITLE5/5-8.1/INDEX.HTM

State of Rhode Island Land Surveyor Regulations – 435-RICR-00-00-1 *et. seq.*

Responsible Charge:

Rhode Island General Laws § 5-8.1-2(20) defines "responsible charge" as "direct control and personal supervision of the work performed." Notably, a land surveyor may not take on responsible charge of work completed in Rhode Island unless that land surveyor is registered as a professional land surveyor by the Board of Professional Land Surveyors. R.I. Gen. Laws § 5-8.1-2(20).

A land surveyor cannot serve in "responsible charge" for more than two (2) Certificates of Authorization (required for land surveying firms). R.I. Gen. Laws § 5-8.1-13(b)(6).

The Land Surveyor in "responsible charge" is responsible for designing specifications for field survey procedures that are "sufficient to satisfy the positional accuracy standards for distance and angular measurements for the designated Class of Survey in order to assure that the required nominal positional accuracy (Pn) will be achieved." 435-RICR-00-00-1.9.9(B).

It is considered "unprofessional" for a land surveyor to review and stamp plans when he or she is not the "responsible charge." 435-RICR-00-00-1.8(E). It is also unprofessional for a land surveyor to file an application for "Certificate of Authorization" as the "responsible charge" when the land surveyor does not meet the requirements of a "responsible charge." Id.

Stamping and Sealing:

According to Rhode Island General Laws § 5-8.1-12(a), a registrant with the Board of Professional Land Surveyors may obtain an authorized seal, bearing the registrant's name, registration number, and legend, "Professional Land Surveyor."

All final surveys, drawings, designs, specifications, reports, plats, replats, plans, legal descriptions, and calculations prepared by a registered land surveyor or prepared under the land surveyor's "responsible charge" must bear the land surveyor's signature and seal, as well as the date. Id. A digital facsimile of the seal may be used in lieu of a hand stamp. 435-RICR-00-00-1.6(A)(2). Nonetheless, the seal shall be affixed in a manner as to ensure legible reproduction on all copies. 435-RICR-00-00-1.6(A)(3). After the seal is applied, the land surveyor should place his or her signature across the seal, with the date placed below. Id. Electronic signature and dating is not permitted. Id. If a land surveyor fails to conform to these requirements, he or she has failed to seal the document. See id.

Land surveyors should only approve and seal documents that conform to "current land surveying standards adopted by th[e] Board [of Land Surveyors], which safeguard the life, health, and property, and to promote the public welfare." 435-RICR-00-00-1.8(C). It is not necessary for land surveyors to sign or seal incomplete or preliminary documents. Id. The sealing land surveyor accepts responsibility of all work to which his or her seal is affixed, unless clearly indicated in writing on each sheet. Id.

Moreover, the use of the seal indicates that the land surveyor "exercised direct control and personal supervision over the work." Id. Accordingly, a land surveyor shall not affix his or her seal on work prepared by an unregistered or uncertified individual or firm unless the work was performed under the land surveyor's direct control and supervision. Id.

The Director of the Department of Business Regulation may suspend or revoke a land surveyor's certificate of registration, after notice and hearing, if the land surveyor misuses his or her stamp under § 5-8.1-12. R.I. Gen. Laws § 5-8.1-15(a)- (b). Moreover, it is unlawful for land surveyor to affix, or permit to be affixed, his or her seal to any work after the expiration of his or her certificate or for the purposes of aiding and abetting another individual in evading or attempting to evade land surveyor regulations. R.I. Gen. Laws § 5-8.1-12(a). It is also unlawful for any person other than the sealing land surveyor to modify, amend, add, or delete information on a sealed document. Id. If a land surveyor's certificate is revoked or suspended, or if it expires without renewal, the land surveyor must surrender his or her stamp to the Board of Professional Land Surveyors. R.I. Gen. Laws § 5-8.1-12(b); 435-RICR-00-00-1.6(A)(5).

South Carolina

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Engineering

South Carolina State Board of Registration for Professional Engineers and Surveyors https://llr.sc.gov/eng/

Professional Statutes – South Carolina Code of Laws – Title 40. Professions and Occupations, Chapter 22. Engineers and Surveyors – https://www.scstatehouse.gov/code/t40c022.php

Professional Regulations – Chapter 49 – Department of Labor, Licensing, and Regulations—https://www.scstatehouse.gov/coderegs/Chapter%2049.pdf

Responsible Charge:

Pursuant to S.C. Code Ann. § 40-22-20 (8) "responsible charge" means that there is a clear-cut personal connection to the project or employee supervised, marked by firsthand knowledge and direct control and assumption of professional responsibility for the work. "Responsible charge" is synonymous with the terms "direct responsibility", "direct supervisory control" and "direct supervision."

Where engineering services are offered through a firm, the engineering firm must have a resident professional engineer in responsible charge of engineering work at its principal place of business as well as each branch office providing services in the State. A professional engineer can only be considered the resident engineer for one place of business at a given time. S.C. Code Ann. § 40-22-250 (F). A Certificate of Authorization is automatically suspended when the firm fails to comply with the resident professional requirement as provided for in Section 40-22-250 of the Practice Act.

All documents required to be submitted to building officials and other authorities having jurisdiction for government review, approval or permitting, must be prepared by or under the responsible charge of and submitted only by a professional engineer. S.C. Code Regs. 49-202.

Stamping and Sealing:

S.C. Code Ann. § 40-22-270 provides the following statutory requirements pertaining to seals for professional engineers and engineering firms:

(1) Individual seals must be under the personal custody and control of the licensee and bear the licensee's name, registration license number, and the legend "Professional Engineer" except for licenses issued before July 1, 2001, which may have the legend "Registered Professional Engineer". The seal also shall show the engineer's license category.
(2) Seals for firms practicing under a certificate of authorization must bear the firm's name and authorization number.
(3) Plans, specifications and reports prepared by a licensee or prepared under the licensee's direct supervision must be stamped with seals when filed with public authorities.
(4) Plans and specifications prepared by a licensee or prepared under the licensee's direct supervision must be stamped with seals when issued for use as job site record documents at construction projects within South Carolina.
(5) It is unlawful to seal documents with a seal after the certificate of the licensee, or the certificate of authorization in the case of firms, named on the seal has expired or has been revoked or suspended unless the certificate has been renewed, reissued, or reinstated.
(6) Where individual seals are affixed to plans, specifications and reports, the licensee shall affix his signature and date under or across the face and beyond the circumference of the seal. The signature and date must not be applied in a manner that obliterates or renders illegible the licensee's license number or name.
(7) The building official, or other designated authority charged with the responsibility of issuing building or similar permits, are prohibited from issuing a permit where the plans and specifications require the seal of a professional engineer, unless (a) the permit applicant has furnished satisfactory evidence that the documents were prepared by an engineer licensed in South Carolina; or (b) that the documents are exempt. The building official, or designated authority charged with the responsibility of issuing building or similar permits, must report to LLR the name and address of a person who has or is suspected to have violated a provision of the engineering statues or regulations relating to the unlicensed practice of engineering.
(8) The seal and signature of a licensee certifies that the document was prepared by the licensee or his agent. For prototypical documents, the seal and signature of a licensee indicates that he has sufficiently reviewed the document and is able to fully coordinate and assume responsibility for application of the plans.

Chapter 49 of the South Carolina Code of State Regulations contain the following regulations pertaining to practice standards for maintaining seals and sealing construction documents:

S.C. Code Regs. 49-207 dictates the size and text for individual and firm seals, including both rubber stamps and computer-generated seals. The seal and signature of a licensee on a document constitutes a certification that the document was prepared by the licensee or under his direct supervision. When the engineering practice is provided through a firm, such documents shall also carry the firm's Certificate of Authorization seal.

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When sealing documents is required by statute, other authority or contract, each sheet of design or construction plans or drawings must be sealed and signed by the licensee or permit holder preparing them, or in responsible charge of their preparation. Where one or more pages are bound together in a single volume, such as specifications or reports, only the title or index sheet must be sealed, dated, and signed. No additions, deletions or revisions may be made to sealed documents unless the changes are sealed, dated, and signed by the licensee who made the revisions or under whose directions and control said revisions were made.

S.C. Code Regs. 49-302 prohibits an engineer from affixing his signature and seal to any engineering document dealing with subject matter to which he lacks competence by virtue of education or experience, or to any document that was not prepared under his direct supervisory control.

Architecture

South Carolina Department of Labor, Licensing, and Regulation – South Carolina Board of Architectural Examiners – https://llr.sc.gov/arch/

Professional Statutes – Title 40. Professions and Occupations, Chapter 3. Architects – https://www.scstatehouse.gov/code/t40c003.php

Professional Regulations –Chapter 11 – Department of Labor, Licensing, and Regulation South Carolina State Board of Architectural Examiners – https://www.scstatehouse.gov/coderegs/Chapter%2011.pdf

Responsible Charge:

S.C. Code Ann. § 40-3-20 defines "responsible charge" as direct control and personal supervision of the practice of architecture. "Practice of architecture" means a service or creative work requiring architectural education, training, and experience and the application of the principles of architecture and related technical disciplines to the professional services or creative work as consulting, evaluating, planning, designing, specifying, coordinating of consultants, administration of contracts, and reviewing of construction for the purpose of assuring compliance with the specifications and design, in connection with a building or site development.

A firm offering to engage in the practice of architecture in South Carolina must have a certificate of authorization issued by the board before undertaking architectural work. Each firm must employ one or more architects registered in the State of South Carolina who are designated as being in full authority and responsible charge of the architectural practice.

Stamping and Sealing:

All plans and specifications offered to secure a building permit and one record set of plans and specifications for use on the construction site must be sealed by the individual architect in responsible charge, and as applicable, the seal of the architectural firm. The seal must appear on each print of the drawings and the index sheet, or sheets, of each set of specifications. The seal may be a rubber stamp or an electronic seal and signature. S.C. Code Ann. §40-3-280.

Local building officials cannot issue a building permit unless the official has a sealed set of plans and specifications, for which the seal of a registered architect is required and has verified that the architect who sealed the architectural plans and specifications is an architect registered in South Carolina. S.C. Code Ann. §40-3-320.

Chapter 11 of the South Carolina Code of State Regulations contain the following regulations pertaining to practice standards for maintaining seals and sealing construction documents:

S.C. Code Regs. 11-11 requires the architect in responsible charge and the architectural firm to seal all architectural drawings to be filed for public record and such seal is construed to obligate the architect and the firm. A seal alone is insufficient. The responsible architect must also sign the documents. Record documents used for obtaining building permits shall be sealed and signed. An architect is prohibited from sealing any plans, specifications, drawings or other related documents not prepared by the architect or under the architect's direct responsible charge.
S.C. Code Regs. 11-11 also dictates the shape, size and text for individual and firm seals, including both rubber stamps and computer-generated seals. Electronic seals and signatures are only permitted when the following criteria are met:
(1) It is a unique identification of the professional;
(2) It is verifiable;

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Pursuant to the Code of Professional Ethics set forth in S.C. Code Regs. 11-12, an architect or firm shall not sign or seal drawings, specifications, reports, or other professional work for which the architect or firm does not have direct professional knowledge and direct supervisory control. The only exception to this requirement is in the case where a portion of such professional work is prepared by the architect's or firm's consultants who are registered under South Carolina architectural or another professional registration law, the architect or firm may sign or seal that portion of the professional work if the architect or firm has reviewed such portion, has coordinated its preparation, and intends

(3) It is under the professional's direct and sole control;
(4) It is linked to a document in such a manner that changes are readily determined and visually displayed if any data contained in the document file was changed subsequent to the electronic seal and signature having been affixed to the document;
(5) Changes to the document after affixing the electronic seal and signature shall cause the electronic seal and signature to be removed or altered in such a way as to invalidate the electronic seal and signature; and
(6) In addition, once the electronic seal and signature are applied to the document, the document shall be available in a view only format if the document is to be electronically transmitted.

A sealing architect is also expected to provide minimum construction administration services deemed necessary to protect the health, safety, and welfare of the public. Such minimum construction administration services include: periodic site observations of the construction progress and quality, review of contractor submittal data and drawings, and reporting to the building official and owner any violations of codes or substantial deviations from the contract documents which the architect observed. On a project where a building permit has been issued and the owner has not engaged the sealing architect and firm to provide the minimum construction administration services, the sealing architect and firm must report to the permitting authority and the building owner that he and the firm have not been so engaged. S.C. Code Regs. 11-12.

Land Surveying

South Carolina State Board of Registration for Professional Engineers and Surveyors https://llr.sc.gov/eng/

Professional Statutes – South Carolina Code of Laws – Title 40. Professions and Occupations, Chapter 22. Engineers and Surveyors – https://www.scstatehouse.gov/code/t40c022.php

Professional Regulations – Chapter 49 – Department of Labor, Licensing, and Regulations—https://www.scstatehouse.gov/coderegs/Chapter%2049.pdf

Responsible Charge:

Pursuant to S.C. Code Ann. § 40-22-20 (8) "responsible charge" means that there is a clear-cut personal connection to the project or employee supervised, marked by firsthand knowledge and direct control and assumption of professional responsibility for the work. "Responsible charge" is synonymous with the terms "direct responsibility", "direct supervisory control" and "direct supervision."

A surveying firm must have a resident professional surveyor in responsible charge of surveying work at its principal place of business as well as each branch office providing services in the State. The resident professional surveyor is considered in residence in only one place of business at a given time. S.C. Code Ann. § 40-22-250 (F).

Stamping and Sealing:

South Carolina Code of Laws Section 40-22-270 provides the following statutory requirements concerning the land surveyor's and land surveying firm's seals:
(1) Individual seals must be under the personal custody and control of the licensee and bear the licensee's name, registration license number, and the legend "Professional Surveyor" except for licenses issued before July 1, 2001, which may have the legend "Registered Land Surveyor". The seal also shall bear evidence of the tier designation for professional surveyors.
(2) Seals for firms practicing under a certificate of authorization must bear the firm's name and authorization number.
(3) Plats prepared by a licensee or prepared under the licensee's direct supervision must be stamped with seals when filed with public authorities.
(4) It is unlawful to seal documents with a seal after the certificate of the licensee or the certificate of authorization in the case of firms named on the seal has expired or has been revoked or suspended unless the certificate has been renewed, reissued, or reinstated.
(5) Where individual seals are affixed to plats the licensee shall affix his signature and date under or across the face and beyond the circumference of the seal. The signature and date must not be applied in a manner that obliterates or renders illegible the licensee's license number or name.
(6) The clerk of court or the register of deeds for any county may not accept for filing or recording a map, plat, survey, or other document within the definition of surveying, dated after July 1, 1977, which does not have affixed to it the personal signature and prescribed impression seal of a professional surveyor. No charge may be made by a professional surveyor for the application of his impression seal.
(7) The seal and signature of a licensee certifies that the document was prepared by the licensee or his agent.

South Carolina

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S.C. Code Regs. 49-207 prescribes the size and text for individual and firm seals, including both rubber stamps and computer-generated seals. The seal and signature of a licensee on a document constitutes a certification that the document was prepared by the licensee or under his direct supervision. When the surveying practice is provided through a firm, such documents shall also carry the firm's Certificate of Authorization seal.

When sealing documents is required by statute, other authority or contract, each map, plat, and chart must be sealed and signed by the licensee or permit holder preparing them, or in responsible charge of their preparation. No additions, deletions or revisions may be made to sealed documents unless the changes are sealed, dated, and signed by the licensee who made the revisions or under whose directions and control said revisions were made.

S.C. Code Regs. 49-302 prohibits a surveyor from affixing his signature and seal to any surveying plan or document dealing with subject matter to which he lacks competence by virtue of education or experience, or to any document that was not prepared under his direct supervisory control.

The "Standard of Practice Manual for Surveying in South Carolina" is found under Article 4 of Chapter 49 of the South Carolina Code of Regulations and requires the following documents to be sealed:

1) Plats: A diagram drawn to scale showing all essential data pertaining to the boundaries and subdivisions of a tract of land, as determined by a survey and must be signed and sealed by the surveyor. All survey plats shall contain the embossed seal and the signature of the Surveyor responsible for the full conduct of the survey. S.C. Code Regs. 49-460.
2) Topographic or planimetric maps, orthophotos, or related electronic data, unless clearly marked as "Preliminary Map," shall be sealed, signed, and dated by the licensee. S.C. Code Regs. 49-460.
3) For Photogrammetric (Airborne and Spaceborne) Surveys - when the issued product is a digital (electronic) data set, or a map or document consisting of more than one sheet or otherwise cannot be signed and sealed, a project report shall be certified, signed, and sealed. S.C. Code Regs. 49-460.
4) If the surveyor prepares a land description for a land survey, the description must include certain required information and be signed and sealed by the surveyor. S.C. Code Regs. 49-480.

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Engineering, Architecture, and Land Surveying

South Dakota Board of Technical Professions http://dlr.sd.gov/btp/
Professional Statutes – South Dakota Codified Law ("SDCL") 36-18A et seq.

Responsible Charge:

All officers, agents "in responsible charge," or employees who will practice [engineering, architecture, or land surveying] in South Dakota must be licensed in South Dakota. "Responsible charge" means the provision of professional services under the "immediate and responsible direction by a licensed professional who has exercised personal direction, guidance, and control over the design, preparation of documents, construction administration, and other professional services and has exercised professional judgment in all matters relating to those services." SDCL 36-18A-1(27). A licensee who renders occasional part-time or consulting services to or for an entity may not be designated as the person "in responsible charge." SDCL 36-18A-48.

SDCL 36-18A-48 provides the following concerning "responsible charge":

A business entity is responsible for the conduct or acts of its agents, employees, officers, partners, members, or managers in respect to any engineering, architecture, land surveying, and landscape architecture, petroleum release assessment, or petroleum release remediation services performed or to be executed in this state. No person is relieved of the responsibility for that person's conduct or acts performed by reason of that person's employment by or relationship with a business entity. A licensee who renders occasional, part-time, or consulting services to or for a business entity may not be designated as the person in responsible charge for the professional activities of the business entity.

Stamping and Sealing:

SDCL 36-18A-44 provides the following regulations concerning the professional engineer's, architect's, and land surveyor's seal:

Seal of licensees--Contents--Signature--Certain persons prohibited from using seal. Any licensed professional engineer, architect, land surveyor, and landscape architect shall use an appropriate seal. The seal shall contain the following information:

(1) The name, South Dakota;

(2) Licensee's name;

(3) License number; and

(4) The appropriate title or combination of titles: Professional Engineer, Architect, Land Surveyor, Landscape Architect.

The seal shall be legible and shall have an outer circle with a diameter measuring at least one inch and no greater than two inches and an inner circle with a diameter measuring five-eighths of the diameter of the outer circle. Titles may be prefixed with the words, Licensed or Registered. The seal may be an embossed seal, a rubber stamp, a computer-generated seal, or other facsimile found acceptable to the board. The licensee's signature and the date shall be adjacent to or across the seal. Petroleum release assessors and remediators, or interns, may not use a seal.

In addition, SDCL 18A-45 provides:

Seal, signature, and date as certification that work done by licensee--Documents on which seal required. The application of the licensee's seal and signature the date constitutes certification that the work on which it was applied was done by the licensee or under the licensee's responsible charge. The seal, signature, and date shall be placed in such a manner that can be legibly reproduced on the following:

(1) All originals, copies, tracings, electronic submittals, or other reproductions of all final drawings, specifications, reports, plats, plans, land surveys, design information, and calculations prepared by the licensee or under the licensee's responsible charge when presented to a client or any public or governmental agency. A licensee may not review or check technical submissions of another licensed professional or unlicensed person and seal the documents as the licensee's own work;

(2) Preliminary work shall contain a note that the submittal is Not for Construction, Preliminary, or other such explanation that it is not final; and

(3) In the case of documents for projects which involve multiple licensees of more than one technical profession, the title or index sheet shall be sealed, signed, and dated by the prime professional in responsible charge of coordinating the various technical professions involved in the project. In addition, each sheet shall be sealed, signed, and dated by the licensee or licensees who prepared or who are in responsible charge of that sheet.

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In addition, SDCL 36-18A-47 provides:

Any office physically located and maintained in this state to offer engineer, architectural, land surveying, landscape architectural, petroleum release assessment, or petroleum release remediation services shall have an appropriately licensed person who is regularly employed in that office and who has responsible charge and direct supervision and control of all professional services. No licensee who renders occasional, part- time, or consulting services to or for an office may be designated as the appropriately licensed person in responsible charge for the professional activities of the office unless a schedule is posted at the office for the public's knowledge and filed with and approved by the board stating when the licensee is physically in the office.

In addition, SDCL 36-18A-45.1 provides:

Digital signatures. Each drawing, report, or document that is signed and sealed using a digital signature shall have an electronic authentication process attached to or logically associated with the electronic document. The licensee's use of a digital signature is optional and, if used, shall be:

(1) Unique to the licensee;
(2) Capable of verification;
(3) Under the sole control of the licensee using it; and
(4) Linked to a document in such a manner that the digital signature is invalidated if any data in the document is changed.

A digital signature that uses a process approved by the board is presumed to meet the criteria provided in this section. Any hard copy printed from the transmitted electronic file shall bear the facsimile of the signature and seal and shall be a confirmation that the electronic file was not altered after the initial digital signing of the file. Any alterations to the file shall cause the facsimile of the signature to be voided.

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Engineering and Architecture

Tennessee Code Annotated – Title 62 Professions, Businesses and Trades – Chapter 2 Architects, Engineers, Landscape Architects and Interior Designers
Part 3 Qualifications and Registration Generally; Part 4 Qualifications and Registration – Engineers; Part 5 Qualifications and Registration – Architects; Part 6 Corporations, Partnerships and Firms

Rules of the State Board of Architectural and Engineering Examiners – Chapter 0120-02 Seals; Chapter 0120-06 Corporations, Partnerships and Firms

Responsible Charge:

Tennessee Code Annotated § 62-2-602 provides the following statute concerning "responsible charge":

Corporations, partnerships, and firms maintaining any place of business in this state for the purpose of providing or offering to provide architectural or engineering design to the public shall have, in responsible charge of the service at any and each place of business, a resident registered architect or a registered engineer.

Rule 0120-02-.08 and Rule 0120-06-.04 of the State of Tennessee Board of Architectural and Engineering Examiners, as provided in further detail below, contain more information regarding the qualifications of an architect or engineer in "responsible charge."

According to **Rules 0120-06-.04** of the State of Tennessee Board of Architectural and Engineering Examiners, "responsible charge" entails the following:

Only officers and principals who are employed full-time as an architect or engineer for a minimum of thirty (30) hours per week and who hold an active Tennessee registration can be in responsible charge of a firm's practice. (A Registrant who renders occasional, part-time or consulting services to or for a firm may not be designated as an officer or principal in responsible charge.)

The officer or principal in responsible charge must be a registered architect or engineer pursuant to Tennessee Code Annotated § 62-2-101, *et seq*.

An officer or principal may be in responsible charge of more than one firm only if the firms are at the same physical location.

Stamping and Sealing:

Tennessee Code Annotated § 62-2-306 provides the following regulations concerning the use of a professional architect's or engineer's seal:

The issuance of a certificate of registration by the State Board of Architectural and Engineering Examiners ("Board") evidences that the person is entitled to all the rights and privileges of an architect or engineer while the certificate remains unrevoked or unexpired ("Registrant").

Each Registrant shall obtain and keep a seal of the design authorized by the Board bearing: (1) the Registrant's name; (2) the Registrant's registration number; (3) the words "Registered Architect" or "Registered Engineer"; and (4) the words "State of Tennessee" or "Tennessee."

The Registrant shall stamp, with the Registrant's seal, *all original sheets* of any bound set of plans and the *first sheet* of any specifications or reports prepared by the Registrant or under the Registrant's charge.

No architect or engineer shall affix the Registrant's seal or stamp to any document that has not been prepared by the Registrant or by an architect or engineer under the Registrant's responsibility.

Plans, specifications and reports issued by the Registrant shall be stamped with the seal during the life of the Registrant's certificate, but it is unlawful for anyone to stamp or seal any document with the seal after the certificate of the Registrant named on the seal has expired or been revoked.

A Registrant, after fully reviewing and modifying as required by the situation, may affix that Registrant's seal or stamp to a document or part of a document that has been prepared by another architect or engineer, if the document has been designated as a state standard prototype, pursuant to Tennessee Code Annotated § 12-4-111. The Registrant who is involved in a state standard prototypical re-use project, as provided in Tennessee Code Annotated § 12-4-111, shall fully modify, as required, the documents and then affix that Registrant's seal or stamp and signature on the documents. The Registrant shall then become solely responsible for all documents on which that Registrant's seal or stamp is placed.

Tennessee Code Annotated § 62-2-306 authorizes a Registrant to validate, by use of seal, only those plans for which he or she is responsible in fact and in law.

"Registered Architect" or "Registered Engineer" means only those registered architects or engineers who are required by this chapter to be registered in Tennessee and does not include the exceptions contained within Tennessee Code Annotated § 62-6-103.

Although Tenn. Code Ann. § 62-2-306 is informative with regard to an architect's or engineer's stamping and sealing, Rule 0120-02-.08 of the State of Tennessee Board of Architectural and Engineering Examiners, as provided herein below, contains more detailed information.

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Corporations, partnerships and firms maintaining any place of business in this state for the purpose of providing or offering to provide architectural or engineering services to the public shall have, in responsible charge of such service at any and each place of business, a resident registered architect or a resident registered engineer.

In the event of a change in the officer or principal in responsible charge, a firm cannot provide or offer design services to the public until such time as a new officer or principal in responsible charge is identified.

According to **Rule 0120-02-.08** of the State of Tennessee Board of Architectural and Engineering Examiners, plans/specifications/drawings/ reports will only be deemed to have been prepared under the responsible charge of a Registrant when:

The client requesting preparation of such plans, specifications, drawings, reports or other documents makes the request directly to the Registrant in responsible charge, or to the Registrant's employee at the time initial client contact is made, so long as the Registrant has the right to control and direct the employee in the material details of how the work is to be performed.

The Registrant in responsible charge supervises and is involved in the preparation of the plans, specifications, drawings, reports or other documents and has input into and full knowledge of their preparation prior to their completion.

The Registrant in responsible charge reviews the final plans, specifications, drawings, reports or other documents.

The Registrant in responsible charge has the authority to make any necessary and appropriate changes to the final plans, specifications, drawings, reports or other documents.

Contributions of information or pre-drawn detail items or detail units that are incidental to and intended to be integrated into a responsible charge Registrant's technical submissions are from trusted sources (including, but not limited to, manufacturers, installers, consultants, owners, or contractors), are subject to appropriate review, and are then coordinated and integrated into the design by the Registrant.

According to **Rule 0120-02-.08(2)** of the State of Tennessee Board of Architectural and Engineering Examiners, the Registrant shall stamp with the Registrant's seal the following documents:

a) All original sheets of any bound or unbound set of working drawings or plans; original sheets shall include tracings or other reproducible sheets;
b) The original cover or index page(s) identifying all specification pages covered; and
c) The original cover or index page(s) for design calculations that are submitted for review.

The Registrant shall superimpose his signature (not a rubber stamp) and date of signature across the face and beyond the circumference of the seal on documents listed above.

When multiple Registrants contribute to a project, each Registrant shall sign and seal the portions of the project for which that registered consultant is responsible. When multiple Registrants in responsible charge provide content on the same document, all such Registrants should seal the document, and, if there is any question, a description of the areas of responsibility should be included. All Registrants in responsible charge who work on a set of specifications are required to seal either the cover page of the specifications, or the cover page(s) for the section(s) of the specifications they produce.

No Registrant shall affix his or her seal or signature to sketches, working drawings, specifications or other documents developed by others not under the Registrant's responsible charge and not subject to the authority of that registrant in critical professional judgments.

In circumstances where a Registrant can no longer provide services on a project (such as death, retirement, disability, contract termination, etc.), a successor Registrant may perform work on a set of plans originally prepared by another Registrant. If the plans are incomplete (are at a stage prior to submittal to a reviewing official), the successor Registrant may not seal the set of drawings prepared by the original Registrant; rather, the successor Registrant must take all steps necessary to ensure that the drawings were prepared under his or her responsible charge before sealing them. If the plans are complete and have been submitted to a reviewing official, the successor Registrant may prepare and seal addenda sheets or document and seal changes to the original sheets if revisions are necessary.

No Registrant shall affix his seal or signature to documents unless:

(a) Such documents were indeed developed by the Registrant or under the Registrant's responsible charge; and
(b) The Registrant has exercised full authority to determine their development.

All working or partially completed plans/drawings that are not construction documents, shall be designated "*preliminary – not for construction*," "*for review only*," "*draft*," or other designation clearly indicating that the drawings are not complete.

Subject to the requirements of this rule, rubber-stamp, embossed, transparent self-adhesive or electronically generated seals may be used. Such stamps or seals shall not include the Registrant's signature or date of signature.

Subject to the requirements of this rule, the Registrant may affix an electronically generated signature and date of signature to documents. When used, electronic signatures and dates of signature shall be placed either across the face and beyond the circumference of the seal or adjacent to the seal.

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Any changes made to the final plans, specifications, drawings, reports or other documents after final revision and sealing by the Registrant in responsible charge are prohibited by any person other than the Registrant, including but not limited to owners/clients, contractors, subcontractors, other design professionals, or any of their agents, employees or assigns.

Mere review of work prepared by another person, even if that person is the employee of the Registrant in responsible charge, does not constitute responsible charge unless such person has met the criteria set out above.

The intent of the definition of responsible charge may be met if all provisions of the definition are met using remote electronic or other communication means.

Documents that are signed using a digital signature must have an electronic authentication process attached to or logically associated with the electronic document. The digital signature must be:
(a) Unique to the individual using it;
(b) Capable of verification;
(c) Under the sole control of the individual using it; and
(d) Linked to a document in such a manner that the digital signature is invalidated if any data in the document is changed.

Land Surveying

Tennessee Code Annotated – Title 62 Professions, Businesses and Trades – Chapter 18 Land Surveyors

Rules of the State Board of Land Surveying Examiners – Chapter 0820-04-.09 Rules of Professional Conduct

Responsible Charge:

According to **Rule 0820-04-.09** of the State of Tennessee Board of Land Surveying Examiners:

Only officers and principals who are employed full-time as a land surveyor for a minimum of thirty (30) hours per week and who hold an active Tennessee registration can be in responsible charge of a firm's practice. (A Registrant who renders occasional, part-time or consulting services to or for a firm may not be designated as an officer or principal in responsible charge.)

The officer or principal in responsible charge must be a registered land surveyor.

An officer or principal may be in responsible charge of more than one firm only if the firms are at the same physical location.

Corporations, partnerships and firms maintaining any place of business in this state for the purpose of providing or offering to provide land surveying services to the public shall have, in responsible charge of such service at any and each place of business, a resident registered land surveyor.

In the event of a change in the officer or principal in responsible charge, a firm cannot provide or offer land surveying services to the public until such time as a new officer or principal in responsible charge is identified.

Stamping and Sealing:

Tennessee Code Annotated § 62-18-119 provides the following regulations concerning the use of a professional land surveyor's seal:

Each Registrant under this chapter shall, upon registration, obtain a seal of the design authorized by the Board, bearing the Registrant's name and the legend "Registered Land Surveyor."

Maps, plats, surveys or other documents issued by the Registrant shall be stamped with the seal during the life of the Registrant's certificate, but it is unlawful for anyone to stamp or seal any documents with the seal after the certificate of the Registrant has expired or has been revoked, unless the certificate has been renewed or reissued.

No surveyor shall affix a seal or stamp to any document that has not been prepared by that surveyor or under that surveyor's individual supervision. The survey used in making plats must be made by the surveyor or the surveyor's employees or members of a partnership, firm or joint stock association of which the surveyor is a member, and the surveyor affixing the surveyor's seal to the survey must be in responsible charge of those making the surveys in such association with the surveyor.

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Engineering

Texas Board of Professional Engineers – https://engineers.texas.gov

Professional Statutes – Texas Occupations Code – Title 6. Regulation of Engineering, Architecture, Land Surveying, and Related Practices
Subtitle A. Regulation of Engineering and Related Practices – Chapter 1001. Engineer

Texas Administrative Code Title 22. Examining Boards – Part 6. Texas Board of Professional Engineers – Chapter 131. Organization and Administration

Responsible Charge:

According to The Texas Administrative Code § 131.81(36), "responsible charge" means an earlier term synonymous with the term "direct supervision." The term is used interchangeably with direct supervision when necessary. "Responsible charge" is also used to mean the person has satisfied the licensing requirements under § 1001.302 of the Texas Occupations Code.

To satisfy the licensing requirements, the applicant must submit a specific record showing engineering work of a character satisfactory to the board indicating the applicant is competent to be placed in responsible charge of that work. The applicant must have been engaged in active practice of engineering for 4 or 8 years, respectively depending on whether the applicant graduated from engineering curriculum approved by the board as having satisfactory standing or engineering or related science curriculum at a recognized institution of higher education, other than having satisfactory standing. *See* Tex. Occ. Code § 1001.302(a), (b).

"Direct Supervision" means the control over and detailed professional knowledge of the work prepared under the engineer's supervision. The degree of control should be such that the engineer personally makes engineering decisions or personally reviews and approves proposed decisions prior to their implementation. The engineer must have control over the decisions either through physical presence or the use of communications devices. Tex. Admin. Code § 131.1(10).

A person who is an employee or subordinate of an engineer is exempt from the state licensing requirements if the person's practice does not include responsible charge of design or supervision. Tex. Occ. Code § 1001.052.

Stamping and Sealing:

Texas Occupations Code § 1001.401 provides the following regulations concerning the professional engineer's seal:

(a) On receiving a license, a license holder shall obtain a seal in a design authorized by the board, showing the license holder's name and the legend "Licensed Professional Engineer" or "Registered Professional Engineer."
(b) A plan, specification, plat or report issued by a license holder for a project to be constructed or used in this state must include the license holder's seal placed on the document. A license holder is not required to use a seal required by this section if the project is to be constructed or used in another state or country.
(c) A license holder is not required to use a seal under this section for a project for which the license holder is not required to hold a license under an exemption provided by Subchapter B.
(e) A license holder shall be required to provide or hold any additional certification, other than a license issued under this chapter, to seal an engineering plan, specification, plat or report.

Texas Administrative Code § 137.31 provides the following seal specifications for a license holder:

(a) Upon issuance of a license, each license holder is required to obtain a seal under the requirements of § 133.97 of this title (related to Issuance of License) and submit an impression of the seal or an electronic seal, and an original or an electronic signature to the board for board records.
(b) Physical and electronic seals shall be of the design illustrated in this section and shall be no larger than two inches. Regardless of seal size the engineer's name and number must be clearly legible.
(c) All physical seals obtained and used by license holders shall be capable of leaving a permanent ink image or permanent impression of the seal attached to the engineering work.
(d) All seals obtained and used by license holders shall contain any given name, commonly accepted variation of the given name, or initial combination with the surname as currently listed with the board and in the usual written signature. Nicknames will not be permitted on a seal in lieu of a given name or initial combination. The name can be displayed on the seal using all uppercase letters such as "LESLIE H. DOE" or using the standard combination of upper and lowercase letters, such as "Leslie H. Doe". If after licensure, a license holder legally changes his/her name, the license holder must have a new seal or seals made showing the new legal name and submit an imprint or imprints of the new seal(s) to the board for review, approval, and processing (submitted within 60 days of name change).
(e) Preprinting of blank forms with an engineer's seal, or the use of decal or other seal replicas is prohibited.
(f) When signing an engineering work, the engineer may utilize the designation "P.E." or other terms as described in §137.1 of this chapter (relating to License Holder Designations).
(g) This section does not prevent the reproduction of sealed and signed, original works for distribution.

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When work is performed by more than one license holder, it shall be sealed in a manner such that all engineering can be clearly attributed to the responsible license holder or license holders. When sealing plans or documents on which two or more license holders have worked, the seal and signature of each license holder shall be placed on the plan or document with a notation describing the work done under each license holder's responsible charge. Tex. Admin. Code § 137.31(g).

Under the Texas Administrative Code § 137.33, the purpose of the seal is to assure the user of the engineer's product that the work has been performed or directly supervised by the professional engineer named, as well as to delineate the scope of the engineer's work. Preliminary documents may not be sealed, but when released from the license holder's control, they must identify the purpose of the document, the engineer of record, and engineer's license number on the title sheet of the released work and each sheet instead of a seal: "This document is released for the purpose of (examples: interim review, etc.) under the authority of (engineer name and license number) on (date). It is not to be used for (examples: construction, bidding, etc.)."

Work performed by more than one license holder shall be sealed in a manner to clearly delineate the work attributable to any specific license holder. The seal and signature of each license holder is to be placed on the plan or document with a notation describing the work done under each license holder's responsible charge. Tex. Admin. Code § 137.33(g).

Architecture

Texas Board of Architectural Examiners – http://www.tbae.state.tx.us

Professional Statutes – Texas Occupations Code – Title 6. Regulation of Engineering, Architecture, Land Surveying, and Related Practices – Subtitle B. Regulation of Architecture and Related Practices
Chapter 1051. Texas Board of Architectural Examiners; General Provisions Affecting Architects, Landscape Architects, and Interior Designers; Provisions Affecting Only Architects

Texas Administrative Code Title 22. Examining Boards – Part 1. Texas Board of Architectural Examiners

Responsible Charge:

According to Chapter 22 of the Texas Administrative Code, § 1.5(53), "Responsible Charge" means "That degree of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered architects applying the applicable architectural standard of care."

§1.5(62), "Supervision and Control" is defined as "The amount of oversight by an architect overseeing the work of another whereby: (A) the architect and the individual performing the work can document frequent and detailed communication with one another and the architect has both control over and detailed professional knowledge of the work; or (B) the architect is in Responsible Charge of the work and the individual performing the work is employed by the architect or by the architect's employer."

Texas Occupations Code § 1051.001(7) defines the practice of architecture as: a service or creative work applying the art and science of developing design concepts, planning for functional relationships and intended uses, and establishing the form, appearance, aesthetics, and construction

Stamping and Sealing:

The Texas Board of Architectural Examiners shall adopt a seal to be used by registered architects. The seal must include a 5-point star with a circular border and the words "Registered Architect." Tex. Occ. Code § 1051.206, .654.

The Texas Occupations Code and Texas Administrative Code set parameters for the use of the seal:

Tex. Occ. Code § 1051.702.
(a) An architect shall maintain a seal as approved by the board and shall stamp or impress the seal on each drawing or specification issued from the architect's office for use in this state.
(b) A person may not use or attempt to use an architect's seal, a similar seal, or a replica of the seal, unless the use is by or through an architect.
(c) An architect may not permit a person who is not an architect to use the architect's seal without the architect's personal supervision.
(d) A person may not present or attempt to use as the person's own the seal of another person.

22 Tex. Admin. Code §1.101.
An architect may not issue or authorize the issuance of a document unless (1) the document is sealed, signed, and dated according to the rules, thereby indicating it may be used for regulatory approval, permitting, or construction, or (2) labeled with the architect's name and date and clearly marked to indicate it may not be used for regulatory approval, permitting, or construction.

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details for the construction, enlargement, or alteration of a building or environs intended for human use or occupancy, the proper application of which requires education, training, and experience in those matters. The term includes:

(A) establishing and documenting the form, aesthetics, materials, and construction technology for a building, group of buildings, or environs intended to be constructed or altered;

(B) preparing, or supervising and controlling the preparation of, the architectural plans and specifications that include all integrated building systems and construction details, unless otherwise permitted under Section 1051.606(a)(4);

(C) observing the construction, modification, or alteration of work to evaluate conformance with architectural plans and specifications described in Paragraph (B) for any building, group of buildings, or environs requiring an architect;

(D) programming for construction projects, including identification of economic, legal, and natural constraints and determination of the scope and spatial relationship of functional elements;

(E) recommending and overseeing appropriate construction project delivery systems;

(F) consulting, investigating, and analyzing the design, form, aesthetics, materials, and construction technology used for the construction, enlargement, or alteration of a building or environs and providing expert opinion and testimony as necessary;

(G) research to expand the knowledge base of the profession of architecture, including publishing or presenting findings in professional forums; and

(H) teaching, administering, and developing pedagogical theory in academic settings offering architectural education.

Chapter 22, § 1.122 of the Texas Administrative Code also provides that if a Texas architect associates with a person who is not a licensed Texas architect as allowed by § 1051.606(b) of the Texas Occupations Code, but is duly registered in another state but does not maintain an office in Texas, the Texas architect shall, at a minimum, exercise Responsible Charge over the preparation of the construction documents issued for use in Texas as a result of the association.

The Administrative Code, §1.103, has additional requirements for sealing construction documents:

(1) The architect or someone performing under the architect's supervision and control must affix the seal, signature, and date before the construction document is issued under the authority of the architect.

(2) The seal and signature must be clearly visible and legible on each copy of the construction document, and the signature and date may not obscure the name or registration number on the seal.

(3) The seal, signature, and date must be included on each sheet of the drawings, each specification (either sheet or index of bound copies), each sheet that identifies the project and provides a list of sealed construction documents, such as the title sheet or table of contents, and each architectural drawn and specification that is part of an addenda, change order, construction change directive, or supplemental document.

§1.104 further provides that an architect may not affix his/her seal to any document unless the document was prepared by the architect or under the architect's supervision and control. If only a portion of a document was prepared by the architect, the seal may not be affixed unless the portion prepared by the architect is clearly identified and it is clear the portion of the document applies to that architect.

§1.105 also provides that:

(a) An Architect may not affix or authorize the affixation of the Architect's seal to a Prototypical Construction Document derived from a Prototypical design prepared by another person unless:
  (1) the Architect thoroughly reviews and makes appropriate changes to all aspects of the Prototypical design to adapt the Prototypical design to the specific site and ensure compliance with all applicable statutes, codes, and other regulatory provisions;
  (2) the Architect affixes or causes the affixation of the Architect's seal and signature and the date of signing to each sheet or electronic equivalent of a sheet of the adapted Prototypical Construction Documents in the manner described in Subsection 1.103(a); and
  (3) the Architect accepts full responsibility for each sheet or electronic equivalent of a sheet of the adapted Prototypical Construction Documents on which the Architect's seal is placed.

(b) In addition to the responsibility set forth in Subsection 1.103(c), an Architect who affixes or authorizes the affixation of his/her seal to an adapted Prototypical Construction Document derived from a Prototypical design prepared by another person shall be responsible for the maintenance of a copy of the complete set of Prototypical design documents prepared by the other person for at least ten (10) years from the date of the Architect's signature on the adapted Prototypical Construction Document.

Texas

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Land Surveying

Texas Board of Professional Land Surveying – http://www.txls.texas.gov

Professional Statutes – Texas Occupations Code – Title 6. Regulation of Engineering, Architecture, Land Surveying, and Related Practices
Subtitle C. Regulation of Land Surveying and Related Practices Chapter 1071. Land Surveyors

Texas Administrative Code Title 22. Examining Boards – Part 29. Texas Board of Professional Land Surveying

Responsible Charge:

Texas Occupations Code § 1071.002(3) defines "delegated responsible charge" as the direct control of professional surveying work performed under the supervision of a registered professional land surveyor.

An applicant to become a registered land surveyor must hold a bachelor's degree in civil engineering, land surveying, mathematics, photogrammetry, forestry, land law, or the physical sciences; must hold a certificate as a surveyor-in-training; and must have at least two years of experience satisfactory to the board as a surveyor-in-training in performing surveying in delegated responsible charge as a subordinate of a surveyor registered or licensed to engage in the practice of surveying in this state or another state with equivalent licensing requirements. Tex. Occ. Code § 1071.254(a).

Chapter 29 of the Texas Administrative Code § 661.31 defines "direct supervision" as to be able to recognize and respond to any problem that may arise; give instruction for the solution to a problem; give instructions for such research of adequate thoroughness to support collection of relevant data; the placement of all monuments; the preparation and delivery of all Documents.

Stamping and Sealing:

29 Tex. Admin. Code §661.46.
(a) At the time the applicant receives a certificate of registration/licensure, the applicant will secure a seal of the type specified by the Board.

§ 661.31(12) defines "seal" as an embossed, stamped, or electronic design authorized by the board that authenticates, confirms, or attests that a person is authorized to offer and practice land surveying services to the public in the State of Texas and has legal consequence when applied.

Section 1071.351(a)-(f) of the Texas Occupations Code provides:
(a) In this section, “employee” means a person who receives compensation for work performed under the direct supervision of a land surveyor.
(b) On receipt of a certificate of registration, a registered professional land surveyor shall obtain an authorized seal bearing the person's name and registration number and the title "Registered Professional Land Surveyor."
(c) The seal must contain the license holder's official title, "Licensed State Land Surveyor," around the margin and the word "Texas" between the points of the star on the seal. An act, paper, or map of a licensed state land surveyor may not be filed in the county records of the General Land Office unless it is certified to under the surveyor's seal.
(d) A registration holder of license holder may not affix the person's name, seal, or certification to any plat, design, specification, or other professional surveying work that is prepared by a person who is not registered or licensed under this chapter unless the work is performed by an employee under the direct supervision of the registration holder or license holder.
(e) A registration holder or license holder may not allow a person who is not registered or licensed under this chapter to exert control over the end product of the professional surveying work.
(f) If professional surveying is performed as a joint venture of an association of two or more firms, each firm shall use the seal of the surveyor having primary responsibility for the venture.

Utah

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Engineering and Land Surveying

Utah Division of Occupational and Professional Licensing https://dopl.utah.gov/licensing/engineer_land_surveying.html

Professional Statutes – Utah Code, § 58-3a-6 – Professional Engineers and Land Surveyors Licensing Act https://le.utah.gov/xcode/Title58/Chapter22/58-22-P6.html?v=C58-22-P6_1800010118000101

Administrative Code – Utah Administrative Code ("UAC") Rule R156-22 Professional Engineers and Land Surveyors Licensing Act Rules https://rules.utah.gov/publicat/code/r156/r156-22.htm

Responsible Charge:

Utah Code Section 58-22-102(7) defines "Principal" as "a licensed professional engineer, professional structural engineer, or professional land surveyor having **responsible charge** of an organization's professional engineering, professional structural engineering, or professional land surveying practice."

Rule R156-22-102(15) of the Utah Professional Engineers and Land Surveyors Licensing Act defines responsible charge as follows: "Responsible charge" by a principal, as used in Subsection 58-22-102(7), means that the licensee is assigned to and is personally accountable for the production of specified professional engineering, professional structural engineering or professional land surveying projects within an organization."

Stamping and Sealing:

Utah Code Section 58-22-601 - Seal -- Design and implementation. "Every professional engineer, professional land surveyor, or professional structural engineer shall have a seal, the design and implementation of which shall be established by rule by the division in collaboration with the board."

Utah Code 58-22-602. Plans, specifications, reports, maps, sketches, surveys, drawings, documents, and plats to be sealed.

(1) Any final plan, specification, and report of a building or structure erected in this state shall bear the seal of a professional engineer or professional structural engineer licensed under this chapter, except as provided in Section 58-22-305, in Title 58, Chapter 3a, Architects Licensing Act, and by the State Construction Code or an approved code under Title 15A, State Construction and Fire Codes Act.

(2) Any final plan, specification, and report of a building or structure erected in this state shall bear the seal of a professional engineer or professional structural engineer licensed under this chapter, except as provided in Section 58-22-305, in Title 58, Chapter 3a, Architects Licensing Act, and by the State Construction Code or an approved code under Title 15A, State Construction and Fire Codes Act.

(3) Any final plan, map, sketch, survey, drawing, document, plat, and report shall bear the seal of the professional land surveyor licensed under this chapter when submitted to a client or when filed with public authorities.

Utah Code 58-22-603. Seal -- Authorized use.

1) A professional engineer or professional structural engineer may only affix the licensee's seal to a plan, specification, and report when the plan, specification, and report:
   (a) was personally prepared by the licensee;
   (b) was prepared by an employee, subordinate, associate, or drafter under the supervision of a licensee, provided the licensee or a principal affixing his seal assumes responsibility;
   (c) was prepared by a licensed professional engineer, professional structural engineer, or architect in this state or any other state provided:
      (i) the licensee in this state affixing the seal performs a thorough review of all work for compliance with all applicable laws and rules and the standards of the profession; and
      (ii) makes any necessary corrections before submitting the final plan, specification, or report:
         (A) to a building official for the purpose of obtaining a building permit; or
         (B) to a client who has contracted with a professional engineer or professional structural engineer for the design of a building or structure, when the licensee represents, or could reasonably expect the client to consider, the plan, specification, or report to be complete and final;
   (d) was prepared in part by a licensed professional engineer, professional structural engineer, or architect in this state or any other state provided:
      (i) the licensee in this state clearly identifies that portion of the plan, specification, or report for which the licensee is responsible;
      (ii) the licensee in this state affixing the seal performs a thorough review of that portion of the plan, specification, or report for which the licensee is responsible for compliance with the standards of the profession; and

Utah

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(iii) makes any necessary corrections before submitting the final plan, specification, or report for which the licensee is responsible:
(A) to a building official for the purpose of obtaining a building permit; or
(B) to a client who has contracted with a professional engineer or professional structural engineer for the design of a building or structure, when the licensee represents, or could reasonably expect the client to consider, the plans, specifications, or reports to be complete and final;

(e) was prepared by a person exempt from licensure as a professional engineer, professional structural engineer, or architect provided that:
(i) the licensee in this state affixing the seal performs a thorough review for compliance with all applicable laws and rules and the standards of the profession; and
(ii) makes any necessary corrections before submitting the final plan, specification, or report:
(A) to a building official for the purpose of obtaining a building permit; or
(B) to a client who has contracted with a professional engineer, professional structural engineer, or architect for the design of a building or structure, when the licensee represents, or could reasonably expect the client to consider, the plan, specification, or report to be complete and final; or

(f) meet any additional requirements established by rule by the division in collaboration with the board.

(2) A professional land surveyor may only affix the licensee's seal to a plan, map, sketch, survey, drawing, document, plat, and report when the plan, map, sketch, survey, drawing, document, plat, and report:
(a) was personally prepared by the licensee; or
(b) was prepared by an employee, subordinate, associate, or drafter under the supervision of a professional land surveyor, provided the professional land surveyor or a principal affixing his seal assumes responsibility.

Rule R156-22-601 of the Utah Professional Engineers and Land Surveyors Licensing Act provides the following seal requirements:

(1) In accordance with Section 58-22-601, all final plans, specifications, reports, maps, sketches, surveys, drawings, documents and plats prepared by the licensee or prepared under the supervision of the licensee, shall be sealed in accordance with the following:
(a) Each seal shall be a circular seal, 1-1/2 inches minimum diameter.
(b) Each seal shall include the licensee's name, license number, "State of Utah", and, as appropriate, "Professional Engineer", "Professional Structural Engineer", or "Professional Land Surveyor".
(c) Each seal shall be signed and dated with the signature and date appearing across the face of each seal imprint.
(d) Each original set of final plans, specifications, reports, maps, sketches, surveys, drawings, documents and plats, as a minimum, shall have the original seal imprint, original signature and date placed on the cover or title sheet.
(e) A seal may be a wet stamp, embossed, or electronically produced.
(f) Electronically generated signatures are acceptable.
(g) It is the responsibility of the licensee to provide adequate security when documents with electronic seals and electronic signatures are submitted. Sheets subsequent to the cover of specifications are not required to be sealed, signed and dated.
(h) Copies of the original set of plans, specifications, reports, maps, sketches, surveys, drawings, documents and plats which contain the original seal, original signature and date is permitted, if the seal, signature and date is clearly recognizable.

(2) A person who qualifies for and uses the title of professional engineer intern is not permitted to use a seal.

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Architecture

Utah Division of Occupational and Professional Licensing https://www.dopl.utah.gov/architecture/
Professional Statutes – Utah Code, § 58-3a-6 – Architects Licensing Act https://le.utah.gov/xcode/Title58/Chapter3a/58-3a.html
Administrative Code – Utah Administrative Code ("UAC") Rule R156-22 Architect Licensing Act Rules

Responsible Charge:

Utah Code Section 58-3a-102(7) defines "Principal" as "a licensed architect having responsible charge of an organization's architectural practice."

Rule R156-3a-102(12) of the Utah Architect Licensing Act defines responsible charge as follows: "Responsible charge" by a principal, as used in Subsection 58-3a-102(7), means direct control and management by a principal over the practice of architecture by an organization.

Stamping and Sealing:

Utah Code Section 58-3a-601. Seal -- Design and implementation. "Every architect shall have a seal, the design and implementation of which shall be established by rule by the division in collaboration with the board."

58-3a-602. Plans and specifications to be sealed.

(1) Any final plan and specification of a building erected in this state shall bear the seal of an architect licensed under this chapter, except as provided in Section 58-3a-304, in Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act, and by the State Construction Code or an approved code under Title 15A, State Construction and Fire Codes Act.

(2) Any final plan and specification of a building prepared by or under the supervision of the licensed architect shall bear the seal of the architect when submitted to a client, or when submitted to a building official for the purpose of obtaining a building permit, even if the practice is exempt from licensure under Section 58-3a-304.

58-3a-603. Seal -- Authorized use.

(1) An architect may only affix the architect's seal to a plan and a specification when the plan and the specification:

(a) was personally prepared by the architect;

(b) was prepared by an employee, subordinate, associate, or drafter under the supervision of a licensee, provided the licensee or a principal affixing his seal assumes responsibility;

(c) was prepared by a licensed architect, professional engineer, or professional structural engineer in this state or any other state provided:

(i) the licensee in this state affixing the seal performs a thorough review of all work for compliance with all applicable laws and rules and the standards of the profession; and

(ii) makes any necessary corrections before submitting the final plan and specification:

(A) to a building official for the purpose of obtaining a building permit; or

(B) to a client who has contracted with an architect for the design of a building, when the architect represents, or could reasonably expect the client to consider, the plans and a specification to be complete and final;

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(d) was prepared in part by a licensed architect, professional engineer, or professional structural engineer in this state or any other state provided:

(i) the licensee in this state clearly identifies that portion of the plans and specification for which the licensee is responsible;

(ii) the licensee in this state affixing the seal performs a thorough review of that portion of the plan and specification for which the licensee is responsible for compliance with the standards of the profession; and

(iii) makes any necessary corrections before submitting the final plan and specification for which the licensee is responsible:

(A) to a building official for the purpose of obtaining a building permit; or

(B) to a client who has contracted with an architect for the design of a building, when the architect represents, or could reasonably expect the client to consider, the plans and specifications to be complete and final;

(e) was prepared by a person exempt from licensure as an architect, professional engineer, or professional structural engineer provided that:

(i) the licensee in this state affixing the seal performs a thorough review for compliance with all applicable laws and rules and the standards of the profession; and

(ii) makes any necessary corrections before submitting the final plan and specification:

(A) to a building official for the purpose of obtaining a building permit; or

(B) to a client who has contracted with an architect for the design of a building, when the architect represents, or could reasonably expect the client to consider, the plan and specification to be complete and final; or

(f) meet any additional requirements established by rule by the division in collaboration with the board.

Rule R156-3a-601 of the Utah Architect Licensing Act provides the following seal requirements: “In accordance with Section 58-3a-601, all technical submissions prepared by the licensee or prepared under the supervision of the licensee, shall be signed and dated with the licensee's seal. Electronically generated seals and signatures are acceptable. It is the responsibility of the licensee to provide adequate security when documents with electronic seals and electronic signatures are distributed. Sheets subsequent to the cover of specifications are not required to be sealed, signed and dated.”

(1) Each seal shall be a circular seal, 1-1/2 inches minimum diameter and shall include the licensee’s name, license number, “State of Utah”, and “Licensed Architect.”

Vermont

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Engineering

Vermont Board of Professional Engineering – https://governor.vermont.gov/boards_and_commissions/engineering

Vermont Statutes – Title 26 – Chapter 020 – Professional Engineering – https://legislature.vermont.gov/statutes/chapter/26/020

Administrative Rules of the Vermont Board of Professional Engineering – https://sos.vermont.gov/media/5nfla4zb/pe-rules-w-annotation.pdf

Responsible Charge:

Vermont Statute – Title 26 – Chapter 020 – Subchapter 001 – § 1161 provides:

(2) "Professional engineering " means any service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences and the principles and methods of engineering analysis and design acquired by engineering education and engineering experience, insofar as the service or work involves safeguarding life, health, or property. This includes consultation, investigation, evaluation, planning, and design of engineering works and systems, planning the use of land, air, and water and accomplishing engineering surveys and studies, any of which embraces such services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, control systems, fire protection systems, communication systems, transportation systems, projects, and equipment systems of a mechanical, electrical, hydraulic, pneumatic, chemical, or thermal nature.

(4) "Instruments of service" means project deliverables, such as reports, specifications, drawings, plans, construction documents, or engineering surveys, that have been prepared under the licensee's responsible charge.

(8) "Responsible charge" means direct control and personal supervision of engineering work.

Stamping and Sealing:

Vermont Statute – Title 26 – Chapter 020 – Subchapter 003 – § 1188 provides:

(a) Each licensee shall obtain a seal of a design approved by the Board by rule.

(b) Plans, specifications, reports, and other instruments of service issued by a licensee shall be signed and sealed by the licensee.

(c) A person who affixes to a plan or other document the seal of a licensee without the licensee's authorization shall be fined not more than $1,000.00 or imprisoned not more than 30 days, or both.

The Administrative Rules, Part 2, § 2.6 - Seals provides:

Each licensee shall obtain a seal bearing the licensee's name, specialty discipline, license number, and the title "Licensed Professional Engineer." The seal shall be substantially of the following format, and shall be approximately one-and-one-half inches in diameter. The seal may be a wet seal, embossed seal, or an electronic format. Each licensee is responsible for managing the use and security of his or her seal and signature.

The Administrative Rules, Part 2, § 2.7 – Sealing Instruments of Service provides:

(a) Sealing means the application of the seal and the signature of the licensee. Manual or electronic forms of the seal and signature are acceptable.

(b) The seal and signature of a licensee indicate that the instruments of service were prepared under the licensee's responsible charge as defined at 26 V.S.A. §1161(8) and that:

(1) the licensee takes professional responsibility for the work;

(2) to the best of the licensee's knowledge, the work represented in the document conforms to applicable codes in effect at the time of submission;

(3) the work has been prepared in conformance with normal and customary standards of practice; and

(4) the work has been completed with due regard to the protection of the public health, safety, and welfare.

(c) A licensee may sign and seal instruments of service that have been prepared by others not under the licensee's responsible charge only if the sealing licensee has performed a full and independent review and assumes full professional responsibility for the work.

(d) Instruments of service, as defined at 26 V.S.A. §1161(4), issued by a licensee, including those intended for submission to an authority having jurisdiction shall be signed and sealed by the licensee. For the purposes of this paragraph, exchanging working documents for the purposes of coordinating or developing the work is not considered an instrument of service and may not need to be signed and sealed.

(e) Signed and sealed instruments of service shall be clearly labeled as to their purpose or intended use, for example: "Preliminary," "Final," "For Permitting," "Not for Construction," or "For Construction."

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Architecture

Vermont Board of Architects – https://governor.vermont.gov/boards_and_commissions/architects

Vermont Statutes – Title 26 – Chapter 003 – Architects – https://legislature.vermont.gov/statutes/chapter/26/003

Administrative Rules of the Vermont Board of Architects – https://sos.vermont.gov/media/qyejymse/arc_rules.pdf

Responsible Charge:

Vermont Statute – Title 26 – Chapter 003 – Subchapter 001 – § 121 provides:

(4) "Plans" or "working drawings" mean any drawings or graphic representations or any combination of drawings or graphic representations, or reproductions thereof, prepared for the purpose of illustrating proposed or intended designs for the construction, enlargement, or alteration of any building or project.

(6) "Responsible control" means that amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by licensed architects applying the required professional standard of care.

(8) "Technical submissions" means designs, drawings, specifications, studies, and other technical reports prepared in the course of executing a portion of a construction project.

Stamping and Sealing:

Vermont Statute – Title 26 – Chapter 003 – Subchapter 003 – § 208 provides:
Each licensee shall obtain a seal of such design as the board shall authorize and direct. Plans and specifications prepared by, or under the direct supervision of, a licensed architect shall be stamped with the licensee's seal.

The Administrative Rules, Part 3, § 3.2 provides:
An architect must display the certificate conspicuously in the principal place of practice, and must also obtain an approved seal. The seal must be stamped on all plans and specifications prepared or directly supervised by the licensed architect. An architect may not stamp the seal on plans or specifications not prepared or directly supervised by that architect. A seal may not be used if the architect's license is not currently valid. After an applicant is approved for licensure as an architect, the Office will send him or her an exact replica of the seal design to be used in the State of Vermont. The architect must then purchase a seal which impresses the same design, plus the architect's name, and send an impression to the Office for filing.

Land Surveying

Vermont Board of Land Surveyors – https://governor.vermont.gov/boards_and_commissions/land_surveyors

Vermont Statutes – Title 26 – Chapter 045 – Land Surveyors – https://legislature.vermont.gov/statutes/chapter/26/045

Administrative Rules of the Vermont Board of Land Surveyors – https://sos.vermont.gov/media/m53fc2kz/administrative-rules-of-the-board-of-land-surveyors.pdf

Responsible Charge:

Vermont Statute – Title 26 – Chapter 045 – Subchapter 001 – § 2502 provides:

(6) "Responsible charge" means direct control and personal supervision.

Stamping and Sealing:

Vermont Statute – Title 26 – Chapter 045 – Subchapter 003 – § 2596 provides:

(a) Each licensed land surveyor shall procure a personal seal in a form approved by the board. The surveyor shall affix the surveyor's signature and seal together with a certification statement as to the nature of the survey work upon all completed maps, plats, surveys, or other documents before delivery thereof to any client or before any map, plat, survey, or other document is offered for filing at the office of the town clerk or any other proper authority. The certification statement shall clearly set forth what information was used as the basis of the survey and shall indicate that the survey work identified thereon is consistent with this information.

(b) Use of the seal for stamping or sealing documents after the corresponding certificate of licensure has expired or has been suspended or revoked unless the certificate has been renewed or reissued shall be unlawful.

The Administrative Rules, Part 6, § 6.1 provides:

(a) The Board will issue a license when it has determined that the applicant has met all prerequisites for licensure. The license should be displayed in the land surveyor's principal place of business or employment.

(b) Each land surveyor must have a seal of a type recommended and approved by the Board. The seal shall contain the words "State of Vermont, Licensed Land Surveyor" and the licensee's name and license number. All lettering on the seal must be a minimum of 1/10th inch high. Seals should not be more than 1.5 inches in diameter. An example of an acceptable seal may be found on the Board's web site.

(c) A land surveyor may continue to use a seal which was approved under prior rules of the Board.

Virginia

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Engineering, Architecture, and Land Surveying

Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects – http://www.dpor.virginia.gov/Boards/APELS/

Virginia Code § 54.1-400, *et seq*.

18 Va. Admin. Code § 10-20-10, *et seq*.

Responsible Charge:

18 Va. Admin. Code 10-20-740 (Professional Responsibility)

A. Unless exempt by statute, all architectural, engineering, land surveying, landscape architectural, and interior design work must be completed by a professional or a person performing the work who is **under the direct control and personal supervision** of a professional.

B. A professional shall be able to clearly define his scope and degree of direct control and personal supervision, clearly define how it was exercised, and demonstrate that he was responsible within that capacity for the work that he has sealed, signed, and dated. For the work prepared under his supervision, a professional shall:

1. Have detailed professional knowledge of the work;

2. Exercise the degree of direct control over work that includes:

a. Having control over decisions on technical matters of policy and design;

b. Personally making professional decisions or the review and approval of proposed decisions prior to implementation, including the consideration of alternatives to be investigated and compared for designed work, whenever professional decisions are made that could affect the health, safety, and welfare of the public involving permanent or temporary work;

c. The selection or development of design standards and materials to be used; and

d. Determining the validity and applicability of recommendations prior to incorporation into the work, including the qualifications of those making the recommendations;

3. Have exercised his professional judgment in professional matters that are embodied in the work and the drawings, specifications, or other documents involved in the work; and

4. Have exercised critical examination and evaluation of an employee's, consultant's, subcontractor's, or project team member's work product,

Stamping and Sealing:

18 Va. Admin. Code 10-20-760 (Use of Seal)

A. Affixing of a professional seal, signature, and date shall indicate that the professional has exercised direct control and personal supervision over the work to which it is affixed. Affixing of the seal, signature, and date also indicates the professional's acceptance of responsibility for the work shown thereon.

1. No professional shall affix a seal, signature, and date or certification to plans, plats, documents, drawings, or other works constituting the practice of the professions regulated that has been prepared by an unlicensed or uncertified person unless such works were performed under the direct control and personal supervision of the professional while the unlicensed or uncertified person was an employee of the same firm as the professional or was under written contract to the same firm that employs the professional.

2. If the original professional of record is no longer able to seal, sign, and date completed professional work, such work may be sealed, signed, and dated by another qualified professional pursuant to the standards established in 18VAC10-20-740 G 1.

B. Documents to be sealed.

1. All final documents, including cover sheet of plans, plats, documents, drawings, technical reports, and specifications, and each sheet of plans or plats, or drawings prepared by the professional, or someone under his direct control and personal supervision, shall be sealed, signed, and dated by the professional. All final documents shall also bear the professional's name or firm name, address, and project name.

2. For projects involving multiple professional services in the same project, each professional shall seal, sign, and date the final documents for the work component that he completed or that was completed under his direct control and personal supervision. The professional responsible for the compilation of the project shall seal, sign, and date the cover sheet of the aggregate collection of final documents for the project.

C. An electronic seal, signature, and date are permitted to be used in lieu of an original seal, signature, and date when the following criteria, and all other requirements of this section, are met:

1. It is a unique identification of the professional;

2. It is verifiable; and

3. It is under the professional's direct control.

D. Incomplete plans, plats, documents, and drawings, whether advance or preliminary copies, shall be so identified on the plans, plats, documents, or drawings and need not be sealed, signed, or dated. Advance or preliminary copies of incomplete plans, plats, documents, and drawings, must be clearly identified as not complete but need not be sealed, signed, or dated.

E. All work performed by a professional who is licensed or certified by this board, including work that is exempt from licensure pursuant to § 54.1-402 of the Code of Virginia, shall be sealed, signed, and dated pursuant to subsection B of this section.

Virginia

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During and after preparation, for purposes of compliance with applicable laws, codes, ordinances, regulations, and usual and customary standards of care pertaining to professional practice.

C. The regulant shall not knowingly associate in a business venture with or permit the use of his name by any person or firm when there is reason to believe that person or firm is engaging in activity of a fraudulent or dishonest nature or is violating statutes or any of these regulations.

D. A regulant who has knowledge that any person may have violated or may currently be violating any of these provisions, or the provisions of Chapters 7 (§ 13.1-542.1 et seq.) and 13 (§ 13.1-1100 et seq.) of Title 13.1 or Chapters 1 (§ 54.1-100 et seq.) through 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia, shall inform the board in writing and shall cooperate in furnishing any further information or assistance that may be required by the board or any of its agents.

E. Upon request by the board or any of its agents, the regulant shall produce any plan, plat, document, sketch, book, record, or copy thereof concerning a transaction covered by this chapter and shall cooperate in the investigation of a complaint filed with the board against a regulant.

F. Except as authorized by 18VAC10-20-760 A 2, a regulant shall not utilize the design, drawings, specifications, or work of another regulant to complete or to replicate any work without the written consent of the person or organization that owns the design, drawings, specifications, or work.

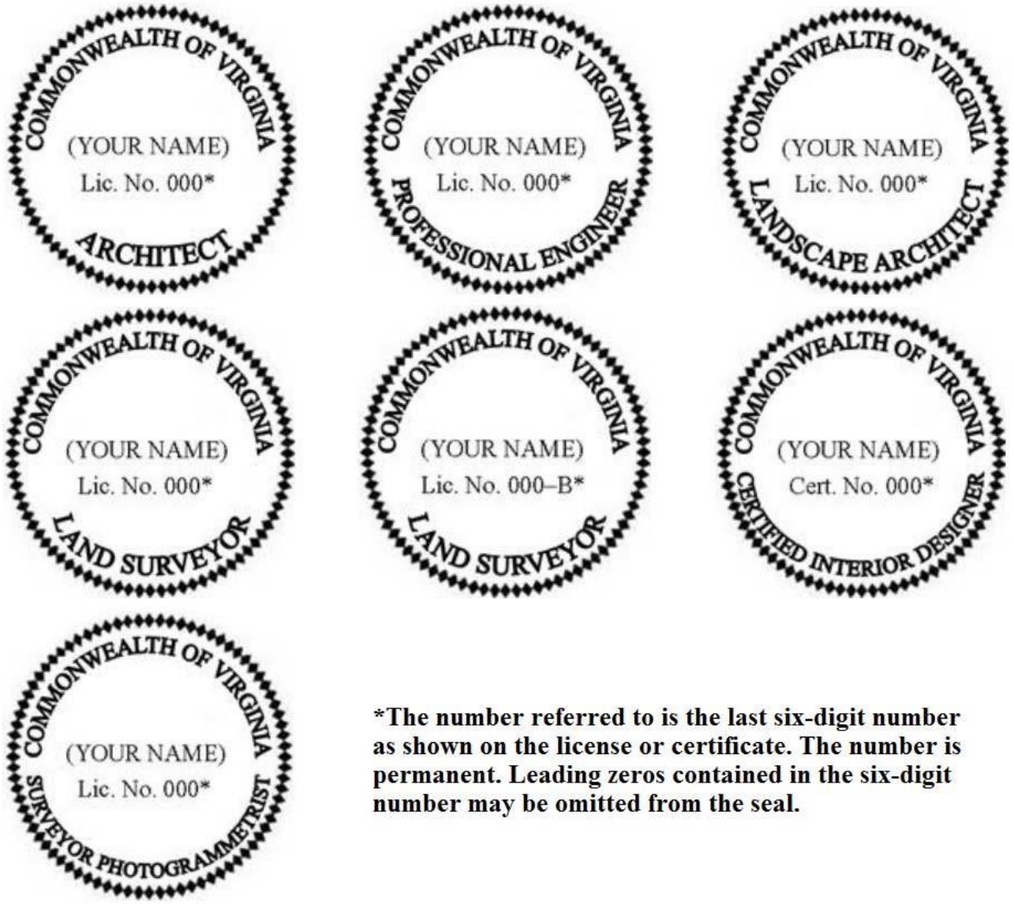
G. Utilization and modification of work.

1. A regulant who utilizes the designs, drawings, specifications, or work of another regulant pursuant to subsection F of this section or 18VAC10-20-760 A 2, or who modifies any plats or surveys, shall conduct a thorough review of the work to verify that it has been accomplished to the same extent that would have been done under the direct control and personal supervision of the regulant affixing the professional seal, signature, and date. The regulant shall assume full responsibility for the utilization of any unsealed work or any changes or modifications to previously sealed work.

2. Information from recorded plats or surveys may be utilized without permission. However, the modification of the actual recorded plat or survey is prohibited without written permission of the regulant.

See also 18 Va. Admin. Code 10-20-780 (Each licensed entity must have at least one "responsible person" at each of its places of business for each profession offered during a majority of its operating hours).

F. The original seal shall conform in detail and size to the design illustrated below and shall be two inches in diameter. The designs below may not be shown to scale:



***The number referred to is the last six-digit number as shown on the license or certificate. The number is permanent. Leading zeros contained in the six-digit number may be omitted from the seal.**

See also APELSCIDLA Board's December 29, 2017 "UPDATED MEMO re Alter/Edit Sealed Drawings Update," clarifying October 6, 2017 letter ("to make changes, modifications, or additions to a professional's signed and sealed drawings (other than redlining approved design plans during construction), written permission must be obtained from the professional" and "to use a professional's recorded plats for permitting you must get written permission, or duplicate the pertinent information onto a new drawing and remove all identifying information of the professional who sealed and signed the plat such as seal, signature, and company name.").

Washington

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Architecture

Washington State Board for Architects
http://www.dol.wa.gov/business/architects/
Licensing Statute – RCW 18.08, RCW 18.235
Licensing Regulations – WAC tit. 308-12
Professional Service Corporation Act: RCW §§ 18.100.010-.160

Responsible Charge:

According to RCW 18.08.420, responsible charge refers to a general partner (if a partnership or limited liability partnership), or a manger (if a limited liability company), or a director (if a business corporation or professional service corporation) who is registered to practice architected in Washington State. RCW 18.08.420(1).

Responsibilities of an architect in responsible charge include those decisions concerning permanent or temporary work that could create a danger to the life, health, property, and welfare of the public. Decisions may include, but are not limited to: the rendering of services in connection with the art and science of building design for construction of any structure or grouping of structures and the use of space within and surrounding the structures or the design for construction of alterations or additions to the structures, including but not specifically limited to predesign services, schematic design, design development, preparation of construction contract documents, and administration of the construction contract. RCW 18.08.320 (12); WAC 308-12-330.

A professional architect makes the following representation when stamping a document:
(1) The stamp confirms that the document was personally prepared by, or prepared under the direct supervision of, a specific individual, and that that individual has accepted complete responsibility for the information contained in the stamped document. WAC 308-12-081; RCW 18.43.070
(2) The stamp affirms that that individual possesses the training, experience and skills necessary to perform the scope of work encompassed in the document. By stamping a document, the design professional affirmatively represents that the scope of work is within his or her "scope of competence." WAC 308-12-321(1)-(3); WAC 196-27-020(2)(c); RCW 18.235.130(4).
(3) The stamp represents that the document conforms to the standards and requirements of the laws and regulations governing the practice of the applicable design profession. At a minimum, this means that the document satisfies professional standards

Stamping and Sealing:

Seals. RCW 18.08.370(2) provides that each registered architect shall obtain a seal of the design authorized by the board bearing the architect's name, registration number, the legend "Registered Architect," and the name of this state. All technical submissions prepared by an architect and filed with public authorities must be sealed and signed by the architect. It is unlawful to seal and sign a document after a registrant's certificate of registration or authorization has expired, been revoked, or is suspended.

Seal Application.
RCW 18.08.370(3) provides an architect may seal and sign technical submission prepared by the architect; prepared by the architect's regularly employed subordinates; prepared in part by an individual or firm under a direct subcontract with the architect; or prepared in collaboration with an architect who is licensed in a jurisdiction recognized by the board, provided there is a contractual agreement between the architects. An architect who seals and signs the technical submissions on behalf of another is responsible to the same extent as if the technical submissions were prepared by the architect.

Licensed architects must sign and seal all technical submissions required for building permits or regulatory approvals that are filed with authorities having jurisdiction. WAC 308-12-081. The stamp requirements apply to all work filed with public authorities, regardless whether the work is exempt from licensing requirements found in RCW 18.08.410. An architect may only sign and seal drawings they have prepared or reviewed.

Drawings and Specifications Sealing Requirements. As required by WAC 308-12-081, a seal must be applied as follows:
(1) Drawings must be signed and sealed on each sheet.
(2) Specifications and other technical submissions need only be sealed on the cover, title page, and all pages of the table of contents.

Adaptation of Seals. RCW 18.08.370(3) provides an architect may adapt a sealed document if the architect obtains written permission from the architect who prepared or sealed the prototypical documents, and from the legal owner to adapt the prototypical documents; the architect thoroughly analyzes the prototypical documents, makes necessary revisions, and adds all required elements and design information, including the design services of engineering consultants, if warranted, so that the prototypical documents become suitable complete technical submissions, in compliance with applicable codes, regulations, and site-specific requirements.

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necessary to protect the public's safety, health and welfare. RCW 18.08.235; WAC 196-27-020(1)(b).
Section 2.0 of the Colorado Board of Licensure Bylaws the Board shall interpret "responsible charge" of engineering, as defined in Section 12-25-102(14).

Engineering

Washington State Board of Registration for Professional Engineers and Land Surveyors http://www.dol.wa.gov/business/engineerslandsurveyors/
Engineers and Land Surveyors Statute – RCW 18.43
Engineer and Land Surveyors Licensing Regulations – WAC tit. 196-25
Professional Service Corporations Act: RCW §§ 18.100.010-.160

Responsible Charge:

According to RCW 18.43.130, responsible charge refers to the employee of an engineering firm who is licensed as a professional engineer (under RCW 18.43) in Washington and serves as the professional in charge of the firm. RCW 18.43.035; RCW 18.43.130; WAC 196-25-002.

Responsibilities of an engineer in responsible charge include those decisions involving professional service or creative work requiring engineering education, training, and experience and the application of special knowledge of the mathematical, physical, and engineering sciences to such professional services or creative work as consultation, investigation, evaluation, planning, design, and supervision of construction for the purpose of assuring compliance with specifications and design, in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works, or projects. RCW 18.43.020(5)(a).

Stamping and Sealing:

Seals. RCW 18.43.070 provides that each registered engineer shall obtain a seal of the design authorized by the board bearing the engineer's name and the legend "registered professional engineer," and the name of this state.

Seal Application. Washington law requires engineers to sign, date, and stamp all "plans, specifications, plats and reports." RCW 18.43.070. Such signature and stamping shall constitute a certification by the registrant that the same was prepared by or under his or her direct supervision and that to his or her knowledge and belief the same was prepared in accordance with the requirements of the statute. The seal requirements apply to all work filed with public authorities, unless the work is exempt from licensing requirements found in RCW 18.43.130.

Final Documents. All final documents that are prepared and distributed for filing with public officials, use for construction, final agency approval, or use by clients must be stamped and signed by the engineer who prepared or directly supervised the work. WAC 196-23-020(1). Revisions must also be stamped and signed by the engineer who prepared or directly supervised their preparation.

Preliminary Documents. Preliminary documents (not final documents) must also be stamped and dated, but need not be signed by the engineer. WAC 196-23-020(2).

Plan Set or Plat. The regulations require that each page of a plan set or plat must contain the stamp and signature of the engineer who prepared the work or supervised its preparation. WAC 196-23-020(3). If a plan set or plat has been prepared by more than one licensed engineer, it must be stamped and signed by both engineers and note the extent of each engineer's responsibility.

Specifications. Specifications issued by an engineer must be stamped by the engineer who prepared them or supervised their preparation. Only those portions prepared/supervised by the engineer should be stamped. WAC 196-23-020(4).

Document Review. Review of work prepared by another licensed on-site designer must also be signed and stamper by the engineer as part of a "document review." WAC 196-23-020(5).

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Engineering

West Virginia State Board of Registration for Professional Engineers – http://www.wvpebd.org/Home/tabid/434/Default.aspx

West Virginia Code – Chapter 30 – Article 13 – Engineers – https://code.wvlegislature.gov/30-13/

West Virginia Legislative Rules – 7 C.S.R. 1 and 7 C.S.R. 2 – https://regulations.justia.com/states/west-virginia/agency-7/title-7/

Responsible Charge:

Legislative Rule 7 C.S.R. 1, § 7.3.b
The registrant signing and sealing the first or title page of documents shall be the firm's PE in responsible charge as designated on the firm's COA application or the project engineer.

W. Va. Code § 30-13-3
Responsible charge means direct control and personal supervision of engineering work.

W. Va. Code § 30-13-17 (d)
An engineer who renders occasional, part-time or contract engineering services to or for a firm may not be designated as being in responsible charge for the professional activities of the firm unless that engineer is an owner or principal of the firm.

Stamping and Sealing:

W.Va. Code § 30-13-16(c) sets forth the laws regarding the engineer's seal:

Every registrant shall obtain a seal for use in identifying his or her official professional work. The design of the seal shall be determined by the board and shall bear the registrant's name, registrant's registration number, the legend "registered professional engineer, state of West Virginia" and such other words or figures as the board may prescribe. The seal may be a rubber stamp. Whenever the seal is applied, the registrant's written signature shall be adjacent to or across the seal. No further words or wording are required. A facsimile signature is not acceptable. Whenever presented to a client or any public or governmental agency, the seal, signature and date shall be placed on all specifications, reports, drawings, plans, design information and calculations in accordance with rules promulgated by the board. The seal and signature shall be used by registrants only when the work being stamped was under the registrant's complete direction and control.

In the case of a registrant of another state using a temporary permit issued by this state, the registrant shall use the state of permanent registration seal and shall affix his or her signature and temporary permit number to all work. In the case of a registrant checking the work of an out-of-state registrant, the state registrant shall completely check and have complete dominion and control of the design. The complete dominion and control includes possession of the sealed and signed reproducible construction drawings with complete signed and sealed design calculations indicating all changes in design.

Legislative Rule 7 C.S.R. 1, § 7.2 – Seal of Registrant
When an applicant is granted registration he or she shall obtain an official seal of the size and design prescribed by the Board. The seal shall contain the following information:

a. The words "State of West Virginia";
b. The registrant's name;
c. The registrant's registration number; and
d. The words "Registered Professional Engineer."
e. The seal may be a rubber stamp, or one that embosses.
f. The seal shall not reference any engineering branch/discipline.

The following [figure at right] is a sample of the suggested format:

Legislative Rule 7 C.S.R. 1, § 7.3.a
A registrant's seal and signature and the date shall appear on the first or title page of all final and/or record documents of specifications, reports, drawings, plans, design information and calculations presented to a client or any public or government agency to certify that the work was done by the registrant or under the control of the registrant.

W. Va. Code § 30-13-21 sets for disciplinary rules.
It shall be a disciplinary violation to sign or affix a seal or permit a seal or signature to be affixed to any specifications, reports, drawings, plans, design information, construction documents or calculations or revisions which have not been prepared or completely checked by the professional engineer or under the professional engineer's direct supervision or control.

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Architecture

West Virginia Board of Architects – http://www.wvbrdarch.org/

West Virginia Code – Chapter 30 – Article 12 – Architects – https://code.wvlegislature.gov/30-12/

West Virginia Legislative Rules – 2 C.S.R. 1 thru 2 C.S.R. 3 – https://regulations.justia.com/states/west-virginia/agency-2/title-2/

Responsible Charge:

Legislative Rule 2 C.S.R. 1, § 9.5.2
A signature and seal on technical submissions shall mean that the registered architect was in responsible control over the content of such technical submission during its preparation and has applied the required professional standard of care.

Legislative Rule 2 C.S.R. 1, § 2.2.26
Responsible Control is defined as "That amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by a registered architect applying the required professional standard of care including but not limited to an architect's integration of information from manufacturers, suppliers, installers, the architect's consultants, owners, contractors, and other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect's technical submissions if the architect has coordinated and reviewed such information. Other review, or review and correction, of technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed professional knowledge of the content of such submission throughout their preparation."

Legislative Rule 2 C.S.R. 1, § 9.5.1
Each office in West Virginia must have a WV-licensee regularly employed and residing in that office having responsible control of all work.

Stamping and Sealing:

W. Va. Code § 30-12-7(a) sets forth the laws regarding the architect's seal:
Every registered architect shall have a seal of a design authorized by the board by rule. All technical submissions prepared by such architect, or under his or her direct supervision, shall be stamped with the impression of his or her seal. No architect holding a registration may impress his or her seal on any technical submissions unless they were prepared under his or her direct supervision: *Provided,* That in the case of the portions of such technical submissions prepared under the direct supervision of persons consulting with or employed by the architect, the architect may sign or seal those portions of the technical submission if the architect has reviewed such portions and has coordinated their preparation.

Legislative Rule 2 C.S.R. 1, § 9.5.2
All technical submissions, which are (a) required by public authorities for building permits or regulatory approvals, or (b) are intended for construction purposes, including all addenda and other changes to such submissions, shall be sealed with the impression of the seal and signature of the registered architect. A registered architect may sign and seal technical submissions only if the technical submissions were (i) prepared by such architect; (ii) prepared by persons under such architect's responsible control; (iii) prepared by another registered architect if the signing and sealing architect has reviewed the other architect's work and either has coordinated the preparation of the work or has integrated the work into his or her own technical submissions; or (iv) prepared by another architect registered in any United States jurisdiction and holding a current and valid certification issued by NCARB and (a) the signing and sealing architect has reviewed the other architect's work and has integrated the work into his or her own technical submissions and (b) the other architect's technical submissions are prototypical building documents. A registered architect may also sign and seal drawings, specifications, or other work which is not required by law to be prepared by an architect if the architect has reviewed such work and integrated it into his or her own technical submissions. Any registered architect signing or sealing technical submissions not prepared by that architect but prepared under that architect's responsible control by persons not regularly employed in the office where the architect is resident, shall maintain and make available to the Board upon request for at least five years following such signing and sealing, adequate and complete records demonstrating the nature and extent of the registered architect's control over and detailed knowledge of such technical submissions throughout their preparation. Any registered architect signing or sealing technical submissions integrating the work of another architect into the registered architect's own work as permitted under clauses (iii) or (iv) above shall maintain and make available to the Board upon request for at least five years following such signing and sealing, adequate and complete records demonstrating the nature and extent of the registered architect's review of and integration of the work of such other architect's work into his or her own technical submissions, and that such review and integration met the required professional standard of care.

Legislative Rule 2 C.S.R. 1, § 9.6.1
Pursuant to W. Va. Code §30-12-7 and subject to subsection 8.5 and subdivision 9.5.2 of this rule, each registered architect shall procure a seal, as shown [at right, with a diameter of 1-13/16 inches].

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Legislative Rule 2 C.S.R. 1, § 9.6.2.1 – Affixing of Seal

a. The seal shall be affixed on the index sheet of each set of drawings; when no index sheet is included then the seal shall be affixed on each sheet individually except as indicated in subdivision 9.5.2 of this rule; When multiple registrants or consultants contributed to the preparation of the technical submission, each registrant shall seal that part of the work under his or her responsible control either on the index sheet or on each sheet individually.
b. The seal shall be affixed on the index sheet of each set of specifications. When multiple registrants or consultants contributed to the preparation of the specifications, each registrant shall seal that part of the index indicating work under their responsible control.
c. The seal shall be affixed on the cover or index sheet of all other technical submissions.

Legislative Rule 2 C.S.R. 1, § 9.6.2.3 – Signature

The registrant shall superimpose his or her signature and date across the face and beyond the circumference of the seal on all required documents…

Legislative Rule 2 C.S.R. 1, § 9.6.3 – Prima Facie Evidence.

The seal, appearing on any technical submission is prima facie evidence that the technical submission was prepared by or under the direct supervision of the individual named on seal.

W. Va. Code § 30-12-11a(4)(c) – Construction Administration Services

If the registered engineer or registered architect who sealed the technical submissions which were submitted to the building official at the time the building permit was issued has not been employed to furnish construction administration services at the time such registered architect or registered engineer issued such technical submissions, he or she shall note on such technical submissions that he or she has not been so employed..

Land Surveying

West Virginia Board of Professional Surveyors – http://wvbps.wv.gov/Pages/default.aspx

West Virginia Code – Chapter 30 – Article 13A – Land Surveyors – http://www.wvlegislature.gov/WVCODE/ChapterEntire.cfm?chap=30&art=13A

West Virginia Legislative Rules – 23 C.S.R. 1 thru 23 C.S.R. 5 – https://wvbps.wv.gov/law/Pages/default.aspx

Responsible Charge:

W.Va. Code § 30-13A-21 provides surveyor-in-charge requirements:

(a) A firm practicing surveying must operate all surveying activities under the supervision and management of a surveyor-in-charge who shall be a licensee who is licensed in this state.
(b) The designated surveyor-in-charge is responsible for the surveying work in this state provided by the firm.
(c) A licensee cannot be designated as a surveyor-in-charge for more than one firm without approval of the board.
(d) A licensee who performs part-time or consulting surveying services for a firm cannot be designated as a surveyor-in-charge for that firm unless the licensee is an officer, a majority interest holder or owner of the firm.

Stamping and Sealing:

Legislative Rule 23 C.S.R. 5, § 4.2.c – The seal shall contain the following information [note that the example at right may not be to scale]:

1. An outer circle using a “rope” line type that measures one and five-eighths (1 5/8”) inches outside to outside.
2. An inner concentric circle using the “knurled” line type that measures one (1”) inch outside to outside.
3. The legal name of the licensee shall be uppercase and centered on the top between the two concentric circles. Any combination of the first, middle and last name; first name, middle initial and last name; or first initial, middle name and last name is acceptable.
4. The words “Professional Surveyor” shall be uppercase and centered on the bottom between the two concentric circles.
5. Two stars will be located on left and right side of the seal between the concentric circles. One star will precede the word “Professional” and the other will follow the word “Surveyor” with a space between the words and the stars.
6. The word “Licensed” shall be uppercase, centered and aligned along the inside top of the inner circle.
7. The words “West Virginia” shall be uppercase, centered and aligned along the inside bottom of the inner circle.
8. The words “State of” shall be uppercase and centered above “West Virginia.”
9. The license number shall be in the center of the inner circle and more prominent than the other words within the inner circle.

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W. Va. Code § 30-13-3(h)
"Responsible charge" means direct control of surveying work under the direct supervision of a licensee or person authorized in another state or country to engage in the practice of surveying.

W. Va. Code § 30-13-3(h)
"Direct supervision" means the responsible licensee is in direct control of all field and office surveying operations. Direct control does not necessarily require the actual physical presence of the responsible licensee at the site of the survey, nor prohibit the responsible licensee from maintaining simultaneous direct supervision of more than one survey.

Legislative Rule 23 C.S.R. 5, § 4.3.c
Plats, descriptions, reports, maps, plans, drawings, or other survey documents will be deemed to have been prepared under the professional charge or direct supervision of a licensee only when all the following conditions have been met:

1. The client, agent or authorized representative requesting preparation of such survey documents makes the request directly to the licensee, or a member or employee of the licensee's firm.
2. The licensee directly supervises the preparation of such survey documents and has an opportunity for input into their preparation prior to their completion;
3. The licensee reviews the final survey documents.
4. The licensee has the authority to and may make any necessary and appropriate changes to the work products or survey documents submitted to the client or displayed to the public.
5. The licensee in professional charge is responsible for meeting all of the preceding requirements whether the work is being performed remotely or locally. Remote supervision is exclusive to a member or employee of the licensee's firm unless the licensee has applied for and received prior approval from the Board to provide special supervision as set forth in section 5 of this rule.

Legislative Rule 23 C.S.R. 5, § 4.3.a
The seal, signature and endorsement, if applicable, of the licensee and the date of signing shall be on all certified survey documents whenever presented to a client or public agency to certify that the work product was completed under the professional charge of the licensee.

1. An original handwritten signature of the licensee shall be affixed to a survey document before it is considered as certified.
2. The seal shall be affixed and the signature shall be ascribed in a manner that a copy of the certified survey document is readily identifiable.
3. Digital signatures, signature stamps or other such facsimiles are prohibited on all certified survey documents. Other survey related documents may have either a digital seal or digital signature, or facsimile thereof, but both cannot be on the same document.

Legislative Rule 23 C.S.R. 5, § 4.3.d
When a plat, map or drawing contains more than one sheet, the first or title page shall be sealed and signed by the licensee who is in professional charge. Two or more licensees may affix their signatures and seals provided it is designated by a note under the seal the specific subject matter for which each is responsible. In addition, each drawing shall be sealed and signed by the licensee or licensees responsible for each sheet. When a firm, partnership or corporation performs the work, each drawing shall be sealed by the licensee or licensees who was/were in professional charge of the work.

Legislative Rule 23 C.S.R. 5, § 4.3.e
Digital seals may be used on final original plats and drawings provided a handwritten signature is placed adjacent to or across the seal and the date is written below the seal. Certified survey documents may be transmitted electronically but shall have the digital seal, if any, removed before transmitting and shall have the following inserted in lieu of the signature and date: "This document originally issued and sealed by (name of licensee, P.S.#--- on (date of sealing)). This document should not be considered a certified document.

Legislative Rule 23 C.S.R. 5, § 4.3.i
Working drawings or unfinished documents are not required to have a seal and signature if the working drawing or preliminary document contains a statement to the effect "Preliminary, not for construction, recording purposes, or implementation."

Wisconsin

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Engineering

Statutes - Wisconsin Statutes Chapter 443: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

Regulations - Wisconsin Administrative Code Chapter A-E 1 et. seq.: Architects, Engineers, Designers and Surveyors

Responsible Charge:

All final drawings, specifications, plans, reports, or other engineering papers or documents involving the practice of professional engineering, prepared for the use of a firm, partnership, or corporation, for delivery by it to any person, or for public record within the state of Wisconsin shall be dated and bear the signature and seal of the professional engineer who was in responsible charge of their preparation. This paragraph does not apply to persons exempt under Wis. Stat. § 443.14 (3), (4), or (5). (Wis. Stat. § 443.08(4)(b)3).

Exempt persons include: a) a public service company and its regular employees acting in its behalf where the professional engineering services rendered are in connection with its facilities which are subject to regulation, supervision, and control by a commission of the state of Wisconsin or the federal government; b) any person who practices professional engineering, exclusively as a regular employee of a private company or corporation, by rendering to the company or corporation professional engineering services in connection with its operations, so long as the person is thus actually and exclusively employed and no longer, if the company or corporation has at least one professional engineer who is registered under Wis. Ch. 443 in responsible charge of the company's or corporation's professional engineering work in Wisconsin; or c) a person engaged in the manufacture of a product or unit, including laboratory research affiliates of the person, where the services performed are the design, assembly, manufacture, sale or installation of a product or unit. "Product or unit" does not include a building. (Wis. Stat. § 443.14 (3), (4)(b) & (5)).

No person who is registered under Wis. Ch. 443 to practice professional engineering may impress his or her seal or stamp upon documents which have not been prepared by the person or under his or her direction and control, knowingly permit his or her seal or stamp to be used by any other person or in any other manner knowingly aid or abet the unauthorized practice of professional engineering by persons not authorized under Wis. Ch. 443. (Wis. Stat. § 443.17).

Similarly, no professional engineer may sign, seal or stamp any plans, drawings, documents, specifications or reports for professional engineering practice which are not prepared by the registrant or under his or her personal direction and control. No

Stamping and Sealing:

Each professional engineer shall obtain a seal that complies with board specifications for registration seals. The overall diameter may not be less than 1 5/8 inches nor more than 2 inches. Each seal shall include the registrant's name, registration or permit number and city. Approved seal designs are displayed in Wis. Ch. A-E 2.02(2). A rubber stamp, identical in size, design and content to a board-approved seal, may be used as a substitute for a registration seal. (Wis. Ch. A-E 2.02(1)-(3)).

Each sheet of plans, drawings, documents, specifications and reports for professional engineering practice shall be signed, sealed and dated by the registrant or permit holder who prepared, or directed and controlled preparation of, the written material. One exception to this rule exists: if more than one sheet is bound together in a volume, the registrant or permit holder who prepared or directed and controlled the preparation of the volume, may sign, seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound volume and if any other sheets which are prepared by or under direction and control of another registrant or permit holder are signed, sealed and dated by the other registrant or permit holder. (Wis. Ch. A-E 2.02(4)-(5)).

All seals or stamps affixed to plans, drawings, documents, specifications and reports to be filed as public documents shall be original. No stickers shall be allowed. Seals or stamps may be applied by crimp type, rubber stamp or by electronic means provided the electronic seal or stamp meets the requirements of subch. II of Wis. Stats. Ch. 137, a security procedure is used, and electronic submissions are permitted by the governmental unit that is to receive the plans, drawings, documents, specifications, and reports. The stamp authorized by the examining board of architects, landscape architects, professional engineers, designers and professional land surveyors must be one of crimp type, rubber stamp type, or computer generated. All seals and stamps on plans, drawings, documents, specifications, and reports to be filed as public documents shall be signed and dated by the registered professional in one of the following manners: a) in permanent ink contrasting with the seal and the background, or b) utilizing an electronic signature, meeting the requirements of subch. II of Wis. Stats. Ch. 137, a security procedure is used and if permitted by the governmental unit that is to receive the plans, drawings, documents, specifications, and reports. A scanned image of an original signature shall not be used in lieu of an electronic signature with a security procedure as found in Wis. Stat. § 137.11(13). (Note: Wis. Stat. § 137.11(13) reads: "Security procedure" means a procedure employed for the purpose of verifying that an electronic signature, record or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. The term includes a procedure that requires the use of algorithms or other codes identifying the words or numbers, encryption, callback, or other acknowledging procedures.) (Wis. Ch. A-E 2.02(7)).

Wisconsin

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professional engineer shall allow work performed by him or her, or under his or her personal direction and control, to be signed, sealed or stamped by another except that a professional engineer working under the personal direction and control of another registrant or licensee may allow that registrant or licensee to sign and seal or stamp the work. (Wis. Ch. A-E 8.10(1), (3)).

The appropriate section of the examining board may reprimand the professional engineer or limit, suspend, or revoke the certificate of registration of any registrant, and the certificate of record of any engineer-in-training, who is found guilty of signing or impressing his or her seal or stamp upon documents not prepared by him or her under his or her control or knowingly permitting his or her seal or stamp to be used by any other person. (Wis. Stat. § 443.11(1)(b)).

Any registrant or licensee whose registration or license has been suspended is prohibited during the term of the suspension from engaging in signing or sealing plans, specifications, reports, maps, plats, or charts prepared for the practice of professional engineering. (Wis. Ch. A-E 8.11(3)).

Any addition, deletion or other revision to each sheet of plans, drawings, documents, specifications and reports for professional engineering practice which affects public health and safety or any state or local code requirements may not be made unless signed, sealed and dated by the registrant or permit holder who made or directed and controlled the making of the revision. (Wis. Ch. A-E 2.02(6)).

Plans, specifications and calculations for buildings and structures not exempt under Wis. Stat. § 443.15, which have been prepared by a professional engineer other than the Wisconsin registered professional engineer who is submitting the plans, specifications and calculations for filing as public documents, may be submitted if all of the following conditions are satisfied: a) the plans, specifications and calculations shall have been prepared by or under the supervision of a professional engineer licensed in some state of the United States, and shall bear the signature and seal or stamp of the professional engineer who prepared them or under whose supervision and control they were prepared, and b) a certificate, dated, signed and sealed by the Wisconsin registered professional engineer who is submitting the plans, specifications and calculations for filing as public documents, shall be attached to the plans, specifications and calculations. The certificate shall indicate that the plans, specifications and calculations were prepared by a professional engineer other than the submitting registered professional engineer; shall describe the work performed by the submitting registered professional engineer; and shall include statements to the effect that the plans and specifications have been reviewed and comply with all applicable local and state building codes, and that the reviewing registered professional engineer will be responsible for the supervision of construction in accordance with the requirements of the state of Wisconsin, and of the county and municipality where the building or structure is to be erected. If the registered professional engineer who originally prepared the plans, specifications and calculations was registered in Wisconsin at the time they were prepared, the certificate shall also specify why the original professional engineer is not submitting the plans, specifications and calculations for approval. (Wis. Ch. A-E 2.02(8)).

Architecture

Statutes - Wisconsin Statutes Chapter 443: Examining Board of Architects, Landscape Architects, Professional Engineers, Designers, Professional Land Surveyors, and Registered Interior Designers

Regulations - Wisconsin Administrative Code Chapter A-E 1 et. seq.: Architects, Engineers, Designers and Surveyors

Responsible Charge:

All final drawings, specifications, plans, reports, or other architectural papers, or landscape architectural papers, or documents involving the practice of architecture, or prepared by a landscape architect, prepared for the use of a firm, partnership, or corporation, for delivery by it to any person, or for public record within the state of Wisconsin shall be dated and bear the signature and seal of the architect or landscape architect who was in responsible charge of their preparation. These paragraphs do not apply to persons exempt under Wis. Stat. § 443.14 (3), (4), or (5). (Wis. Stat. § 443.08(4)(b)1-2).

Exempt persons include: a) a public service company and its regular employees acting in its behalf where the professional services rendered are in connection with its facilities which are subject to regulation, supervision, and control by a commission of the state of Wisconsin or the federal

Stamping and Sealing:

Each architect or landscape architect shall obtain a seal that complies with board specifications for registration seals. The overall diameter may not be less than 1 5/8 inches nor more than 2 inches. Each seal shall include the registrant's name, registration or permit number and city. Approved seal designs are displayed in Wis. Ch. A-E 2.02(2). A rubber stamp, identical in size, design and content to a board-approved seal, may be used as a substitute for a registration seal. (Wis. Ch. A-E 2.02(1)-(3)).

Each sheet of plans, drawings, documents, specifications and reports for architectural or landscape architectural practice shall be signed, sealed and dated by the registrant or permit holder who prepared, or directed and controlled preparation of, the written material. One exception to this rule exists: if more than one sheet is bound together in a volume, the registrant or permit holder who prepared or directed and controlled the preparation of the volume, may sign, seal and date only the title or index sheet if the signed sheet identifies clearly all other sheets comprising the bound volume and if any other sheets which are prepared by or under direction and control of another registrant or permit holder are signed, sealed and dated by the other registrant or permit holder. (Wis. Ch. A-E 2.02(4)-(5)).

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government; b) any person who practices architecture, exclusively as a regular employee of a private company or corporation, by rendering to the company or corporation architectural services in connection with its operations, so long as the person is thus actually and exclusively employed and no longer, if the company or corporation has at least one architect who is registered under Wis. Ch. 443 in responsible charge of the company's or corporation's architectural work in Wisconsin; or c) a person engaged in the manufacture of a product or unit, including laboratory research affiliates of the person, where the services performed are the design, assembly, manufacture, sale or installation of a product or unit. "Product or unit" does not include a building. (Wis. Stat. § 443.14 (3), (4)(a) & (5)).

No person who is registered under Wis. Ch. 443 to practice architecture or landscape architecture may impress his or her seal or stamp upon documents which have not been prepared by the person or under his or her direction and control, knowingly permit his or her seal or stamp to be used by any other person or in any other manner knowingly aid or abet the unauthorized practice of architecture or the unauthorized use of the title "landscape architect" by persons not authorized under Wis. Ch. 443. (Wis. Stat. § 443.17).

Similarly, no architect or landscape architect may sign, seal or stamp any plans, drawings, documents, specifications or reports for architectural or landscape architectural practice which are not prepared by the registrant or under his or her personal direction and control. No architect or landscape architect shall allow work performed by him or her, or under his or her personal direction and control, to be signed, sealed or stamped by another except that an architect or landscape architect working under the personal direction and control of another registrant or licensee may allow that registrant or licensee to sign and seal or stamp the work. (Wis. Ch. A-E 8.10(1), (3)).

The appropriate section of the examining board may reprimand the architect or landscape architect, or limit, suspend, or revoke the certificate of registration of any registrant who is found guilty of signing or impressing his or her seal or stamp upon documents not prepared by him or her under his or her control or knowingly permitting his or her seal or stamp to be used by any other person. (Wis. Stat. § 443.11(1)(b)).

Any registrant or licensee whose registration or license has been suspended is prohibited during the term of the suspension from engaging in signing or sealing plans, specifications, reports, maps, plats, or charts prepared for the practice of architecture or landscape architecture. (Wis. Ch. A-E 8.11(3)).

All seals or stamps affixed to plans, drawings, documents, specifications and reports to be filed as public documents shall be original. No stickers shall be allowed. Seals or stamps may be applied by crimp type, rubber stamp or by electronic means provided the electronic seal or stamp meets the requirements of subch. II of Wis. Stats. Ch. 137, a security procedure is used, and electronic submissions are permitted by the governmental unit that is to receive the plans, drawings, documents, specifications, and reports. The stamp authorized by the examining board of architects, landscape architects, professional engineers, designers and professional land surveyors must be one of crimp type, rubber stamp type, or computer generated. All seals and stamps on plans, drawings, documents, specifications, and reports to be filed as public documents shall be signed and dated by the registered professional in one of the following manners: a) in permanent ink contrasting with the seal and the background, or b) utilizing an electronic signature, meeting the requirements of subch. II of Wis. Stats. Ch. 137, a security procedure is used and if permitted by the governmental unit that is to receive the plans, drawings, documents, specifications, and reports. A scanned image of an original signature shall not be used in lieu of an electronic signature with a security procedure as found in Wis. Stat. § 137.11(13). (Note: Wis. Stat. § 137.11(13) reads: "Security procedure" means a procedure employed for the purpose of verifying that an electronic signature, record or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. The term includes a procedure that requires the use of algorithms or other codes identifying the words or numbers, encryption, callback, or other acknowledging procedures.) (Wis. Ch. A-E 2.02(7)).

Any addition, deletion or other revision to each sheet of plans, drawings, documents, specifications and reports for architectural or landscape architectural practice which affects public health and safety, or any state or local code requirements may not be made unless signed, sealed and dated by the registrant or permit holder who made or directed and controlled the making of the revision. (Wis. Ch. A-E 2.02(6)).

Plans, specifications and calculations for buildings and structures not exempt under Wis. Stat. § 443.15, which have been prepared by an architect other than the Wisconsin registered architect who is submitting the plans, specifications and calculations for filing as public documents, may be submitted if all of the following conditions are satisfied: a) the plans, specifications and calculations shall have been prepared by or under the supervision of an architect licensed in some state of the United States, and shall bear the signature and seal or stamp of the architect who prepared them or under whose supervision and control they were prepared, and b) a certificate, dated, signed and sealed by the Wisconsin registered architect who is submitting the plans, specifications and calculations for filing as public documents, shall be attached to the plans, specifications and calculations. The certificate shall indicate that the plans, specifications and calculations were prepared by an architect other than the submitting registered architect; shall describe the work performed by the submitting registered architect; and shall include statements to the effect that the plans and specifications have been reviewed and comply with all applicable local and state building codes, and that the reviewing registered architect will be responsible for the supervision of construction in accordance with the requirements of the state of Wisconsin, and of the county and municipality where the building or structure is to be erected. If the registered architect who originally prepared the plans, specifications and calculations was registered in Wisconsin at the time they were prepared, the certificate shall also specify why the original architect is not submitting the plans, specifications and calculations for approval. (Wis. Ch. A-E 2.02(8)).

Wyoming

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Engineering & Land Surveying

Wyoming Board of Professional Engineers and Professional Land Surveyors: http://engineersandsurveyors.wyo.gov
Wyoming offers dual licensure as both a professional engineer and a professional land surveyor

Statutes applicable to Engineers and Surveyors:
Wyoming Surveyors and Engineers Practice Act: https://drive.google.com/file/d/0B44jjniO2VZNVHE2V29GLWNlR2c/view
W.R.S. 33-29-201 to 33-29-909, available at: http://legisweb.state.wy.us/statutes/statutes.aspx?file=titles/Title33/T33CH29.htm

Wyoming Board of Professional Engineers and Professional Land Surveyors Rules and Regulations: https://drive.google.com/file/d/0B44jjniO2VZNcHd1cFZvaUtoUmM/view

Incorporated codes and creeds:
National Society of Professional Engineers Code of Ethics dated July 2007 Publication #1102: http://engineersandsurveyors.wyo.gov/publications/rules-and-regulations
National Society of Professional Surveyors "Surveyor's Creed and Canons": http://engineersandsurveyors.wyo.gov/publications/rules-and-regulations
"Manual of Surveying Instruction for the Public Lands of the United States," 2009 edition: http://engineersandsurveyors.wyo.gov/publications/rules-and-regulations

Responsible Charge:

W.S. 33-29-201 (a) provides the following definitions (in pertinent part):
(vii) **practice of professional engineering** means performing for others or offering to perform for others any 'professional service' or 'professional creative work' requiring engineering education, training and experience and special knowledge of mathematics, physics, and engineering sciences.
(viii) **practice of professional land surveying** means performing for others or offering to perform for others 'professional services' which involves the application of special knowledge or principles of mathematics and methods of measurement for the determination and preservation of land boundaries and for the determination of land features and forms.
(xi) **responsible charge** means the exercise of direct control or the personal supervision of engineering work by a professional engineer or surveying work by a professional land surveyor.

W.S. 33-29-401 provides that no individual shall engage in the practice of professional engineering or professional land surveying unless the individual holds the appropriate license issued by the board.

The Wyoming Board of Professional Engineers and Professional Land Surveyors Rules and Regulations provide (in pertinent part):
- Ch. 1, Section 1 provides (in pertinent part):

Stamping and Sealing:

W.S. 33-29-601 provides the following regulations regarding professional engineer's seal or a professional land surveyor's seal:
(a) the board shall adopt a seal for the use of professional engineers and surveyors.
(b) Whenever the professional seal is applied, the licensee's signature and the date shall also be included.
(c) the professional seal, signature and date shall be placed on all final designs, specifications, maps, land surveys, reports, plats, drawings and plans filed or recorded pursuant to W.S. 33-29-801.
(d) the application of a professional seal shall constitute certification that:
(i) the work was done by the professional licensee or under his responsible charge;
(ii) the licensee is competent in the subject matter;
(e) A licensee shall not:
(i) permit the use of his seal by another; or
(ii) use his seal when his license has expired, is inactive or has been revoked or suspended.
(f) An individual who is not licensed shall not use the seal of a licensee.

The Wyoming Board of Professional Engineers and Professional Land Surveyors Rules and Regulations provide (in pertinent part):
- Ch. 5, Section 1(c) provides: "An imprint of the licensee's valid seal shall appear on original and non-original copies tracings, or other documents, as required by W.S. 33-29-801. Seals generated electronically are acceptable if

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(a) "**Direct supervision**" means direct control and personal supervision of engineering work or land surveying work.
(m) "**Thorough technical review**" means that the work product has been thoroughly reviewed, critically examined, and evaluated for compliance with appropriate professional standards by a licensee in that profession who accepts responsibility for the work product.
(o) "**Signature**" means that it identifies the person, serves as a means of authentication of the contents of the document, provides responsibility for the creation of the document and provides for accountability for the contents of the document. Signature may be applied as either "original" signature or "digital" signature.
- Ch. 3, Section 11 provides:
(a) The Board recognizes all branches of professional engineering for which exams are offered by NCEES.
(b) Licensees may accept professional engagements or assignments in any branch of engineering in which they have demonstrated proficiency via education, technical knowledge, or experience.

Statutes, Rules and Regulations Governing Practice of Engineering or Land Surveying by Business Entities:
- Board Rules and Regulations, Ch. 5, Section 5
- W.S. 33-29-602
• Requires businesses practicing engineering or land surveying to designate one or more individuals who are "in responsible charge," and requires that "all final maps, plats, plans, designs and other documents filed or recorded under W.S. 33-29-801 shall be dated and bear the signature of a professional engineer or professional land surveyor in responsible charge of the work…"

accompanied by a signature and date of the licensee preparing the generated document and as long as the electronically generated seal complies with the requirements outlined in [Section 1(a)]. When the document contains more than one sheet, the title page(s) or the first page of a licensee's work shall be sealed, signed and dated by the licensee who supervised the work and is responsible for such work. To be valid, any seal must be legible in its entirety and the signature of the licensee and date of signing must be superimposed over the seal…"
- Section 1(d) provides: "Any work sealed, signed and dated by a licensee must have been prepared or substantially reviewed by that licensee or someone under the licensee's direct supervision. After-the-fact ratification by the sealing of documents, when the underlying work was not performed by or under the responsible charge and supervision of the licensee, is prohibited unless a thorough technical review is done."

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Architecture

Wyoming Board of Architects and Landscape Architects: http://architects.wyo.gov/home
Wyoming statutes applicable to Architects and Landscape Architects:
Architects and Landscape Architects Practice Act (W.S. 33-4-101 through 33-4-117): https://drive.google.com/file/d/0Bzbn-PHKrODrcGNSeU9Bbkt3bGs/view
Wyoming Board of Architects and Landscape Architects Rules and Regulations: https://drive.google.com/file/d/0ByqO3l2NzH2SdGQzVGhsYk5iVnc/view

Responsible Charge:

W.S. 33-4-101(a) provides (in pertinent part):

(ii) "**practice of architecture**" means rendering or offering to render service to clients generally, including any of or any combination of the following practices or professional services; advice, consultation, planning, architectural design, drawings and specification; general administration of the contract as the owner's representative during the construction phase, wherein expert knowledge and skill are required in connection with the erection, enlargement or alteration of any building or buildings, or the equipment, or utilities thereof, or the accessories thereto, wherein the safeguarding of life, health or property is concerned or involved;
(iv) "**Practice of landscape architecture**" means rendering or offering to render service to clients generally, including any one or any combination of the following practices or professional services; advice, consultation, planning, landscape architectural design, drawings and specifications; general administration of the contract as the owner's representative during the construction phase, wherein expert knowledge and skill are required in connection with landscape enhancement or landscape development, including the formulation of graphic or written criteria to govern the planning or design of land construction projects, production of overall site plans, landscape grading and landscape drainage plans, planting plans, irrigation plans, and construction details wherein the safeguarding of life, health, or property is concerned.

The Wyoming State Board of Architects and Landscape Architects Rules and Regulations provide (in pertinent part):
- Ch. 1, Section 6(m) defines "**responsible control**" as "that amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by licensed architects and landscape architects applying the required professional standard of care."

Stamping and Sealing:

W.S. 33-4-116 provides that "an architect or landscape architect shall affix his seal to all documents, plans or designs he provides."

The Wyoming State Board of Architects and Landscape Architects Rules and Regulations provide (in pertinent part):
Ch. 9, Section 1 lays out requirements for the design of an architect's seal or landscape architect's seal.
Ch. 9, Section 2 provides:
(a) The seal shall be imprinted on all technical submissions, as follows:
i) On each final design and each final drawing;
(ii) On the cover, title or index pages of each set of specifications; and
(iii) On the cover or index page of all other technical submissions.
(b) The original signature of the individual named on the seal shall appear across the face of each original seal imprint, along with the date of signing. Digital seals and signatures are acceptable; however, it is the responsibility of the licensee to provide adequate security when documents with digital seals are distributed.
(c) The seal appearing on any technical submission shall be prima facie evidence that said technical submission was prepared by or under the responsible control of the individual named on said seal only if the seal has been signed and dated.
- Ch. 10, Section 2(g) provides (in pertinent part):
(ii) Each office in Wyoming maintained for the practice of architecture or landscape architecture shall have a licensed architect or landscape architect resident and employed in that office having direct supervision of such work.
(iii) A licensed architect or landscape architect shall not sign or seal drawings. Specifications, reports or other professional work which has not been prepared under his/her responsible control; provided, however, that in the case of the portions of such work prepared under the responsible control of person consulting with or employed by the architect or landscape architect and who are licensed under this or another professional licensure law of this state, the architect or landscape architect may sign or seal those portions of the professional work if the architect or landscape architect has reviewed such portions and has coordinated their preparation."

Puerto Rico

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Engineering and Land Surveying

Engineering and land surveying seals are governed by the same statutes and rules and are addressed together in this section.

Puerto Rico Board of Examiners for Engineers and Surveyors –
https://www.statedepartment.pr.gov/juntas-examinadoras/engineers-and-surveyors-of-puerto-rico.

Statutes and Rules:
Law of the Examination Board of Engineers, Architects, Surveyors, and Landscape Architects of Puerto Rico, 20 P.R.L.A. § 711 *et seq.*
Regulations of the Examining Board of Engineers and Surveyors of Puerto Rico

Responsible Charge: the licensed professional engineer and land surveyor.

Practice by Government Entities. Government agencies that employ engineers/land surveyors cannot practice such professions. The licensed professional can stamp designs as a work for hire, but the professional responsibility follows the licensed professional not the governmental entity.

Licensure of Business Entities. The corporate practice of the engineering, architecture, surveying and landscape architecture professions shall be allowed provided that all the shareholders are licensed in their respective professions and that said corporation is organized as a professional corporation pursuant to the provisions of §§ 711—711z of title 20 or §§ 2601 *et seq*., of title 14, known as the "General Corporation Law of Puerto Rico". 20 P.R.L.A. 711q-2. https://casetext.com/statute/laws-of-puerto-rico/title-twenty-examining-boards-and-professional-colleges/chapter-35-board-of-examiners-of-engineers-architects-surveyors-and-landscape-architects/711q-2-professional-corporations.

Professional corporation.— Shall mean a corporation organized under the Puerto Rico General Corporations Act, §§ 2601 *et seq*. of title 14, and as provided in the latter, whose sole and exclusive purpose is to render professional services as regulated by §§ 711—711z of this title and whose stockholders are persons duly licensed in the Commonwealth of Puerto Rico, to offer the same professional services rendered by the corporation.

No corporation organized and incorporated under the Puerto Rico General Corporations Act may render professional services except through officials, employees or agents who are duly licensed or otherwise legally authorized to render said professional services within this jurisdiction. However, this provision shall not be construed to include within the term "employee", such clerical, secretarial, administrative, book-keeping and technical personnel and other assistants that are neither legally nor according to use or custom, deemed as having to hold a license or legal authorization to practice their profession. No person shall, under the pretext of being an employee of a professional corporation, practice a profession unless he/she is duly licensed to do so pursuant to the laws of this jurisdiction. 20 P.R.L.A. 711a. https://casetext.com/statute/laws-of-puerto-rico/title-twenty-examining-boards-and-professional-colleges/chapter-35-board-of-examiners-of-engineers-

Stamping and Sealing

Examining Board Regulations, Article XIII- Stamps, provides:

1. Every professional licensed by the Examining Board, shall place in the documents and plans made by she/he, or authorized by she/he, related to her/his profession, a circular stamp of two (2) inches of diameter where the name of the professional appears, the profession that is practiced, the serial number of her/his license and the inscription "Puerto Rico".
2. The stamp and signature of every licensed professional will be placed on all specifications, reports, drawings, plans, design data, and Engineering computations, when such documents are presented to a client or a government agency to certify that the work therein represented was performed by the licensed professional or under her/his direct control and supervision. Work documents need not be stamped and sealed. However, such work documents must be clearly identified with a declaration to the effect that they are "preliminary documents, not for construction, certification or implementation."
3. The seal and firm must be placed on all the original documents, sketches, or any other reproducible documents so that the signature and stamp appear in all copies made.
4. When the documents contain more than a sheet, the first sheet or title page shall be signed and stamped by the licensed professional that generated the work and is responsible for it. The same for all other sheets. When a firm, partnership or professional corporation have performed the work, each drawing shall be signed and sealed by the licensed professional that performed the work. The firm's principal must sign and stamp the title page or first sheet.
5. The signature and stamp shall be placed only on documents that were made under the complete direction and control of the licensed professional.
6. When the professional is licensed in other jurisdiction and she/he has a special temporary permit to practice in Puerto Rico, she/he must use the seal from her/his jurisdiction and provide a copy of the special permit to practice in Puerto Rico.

No Sealing of Work by Others. Article XIII(5) of the Examining Board Regulations provides that the signature and stamp will be placed only in works that were made under the complete direction and control of the licensed professional.

Appendix B Canon V(j) of the Examining Board Regulation- No licensed professional shall approve, stamp, certify or sign, nor authorize the presentation of plans, specifications, calculations, or reports that were not prepared by she/he or under her/his direct responsibility.

Practice by Foreign Entities. The Examining Board, at the request of the interested party and after payment of the fee provided by regulations, may register and issue engineering, surveying, architecture or landscape architecture certificates or licenses to any person who holds a license issued by the competent authority of any state, territory or possession of the United States of America or of any country, provided the requirement are not substantially in conflict with the provisions of §§ 711—711z of title 20 and whose basic requirements are not less than those specified in the law governing the pertinent register in effect locally at the time in which said certificate is issued. To that effect the applicant must meet the requirements stated in §§ 711—711z of title 20 and of the state, territory or possession of the United States or the foreign country of which the applicant is a citizen and from whom it has been authorized; and shall, also grant the same rights, with no exceptions whatsoever, to the engineers, architects, surveyors or landscape architects authorized to practice their profession in Puerto Rico. The Board may establish reciprocity agreements for the granting of licenses or certificates with other political jurisdictions, which shall be granted through written agreements with the bodies charged with regulating the professions of engineering, architecture, surveying and landscape architecture in the jurisdictions concerned.

In the case of the profession of engineering, an official certificate signed by the Secretary of State or the authorized official of the state, territory of the foreign country concerned shall be required, which shall guarantee the same rights to the professionals of Puerto Rico that are granted to its own citizens.
The clauses and conditions of the reciprocity agreements, as well as the norms and procedures for the application of this section, shall be subject to regulation by the Board. 20 P.R.L.A. 711t. https://casetext.com/statute/laws-of-puerto-rico/title-twenty-examining-boards-and-professional-colleges/chapter-35-board-of-examiners-of-engineers-architects-surveyors-and-landscape-architects/711t-reciprocity.

7. Electronically generated seals can be used as long as the licensed professional manually signs and dates over the printed seal. Drawings, specifications, reports, and plans can be transmitted electronically, but the seal and signatures will be removed and in their stead, the following be inserted: "This document was originally issued and sealed by (name of the licensed professional, P.E. #_____/ P.S. #_____) on (date of the signature and seal). Such document shall not be considered a certified document.
8. Drawings, reports or signed documents signed using a digital signature, shall contain the following:
   a. Authentication procedure.
   b. A list of the equipment, the programs and the parameters used in the preparation of the document.

Law of the Puerto Rico Examining Board for Engineers and Surveyors. 20 L.P.R.A. 711k.

It will be illegal to sign, seal or stamp any document with the seal and signature during the term of suspension or inactivity of a professional license and after the date of the expiration or permanent cancellation of it. For all legal effects the seal shall be considered as an authorized public seal under this law. By sealing, stamping or signing any document, the licensed professional is certifying that the work was realized by she/he or under her/his control and supervision.

Architecture

Puerto Rico Board of Examiners for Architects and Landscape Architects –
https://www.statedepartment.pr.gov/juntas-examinadoras/architects-and-landscape-architects.

Statutes and Regulations:
Law of the Examination Board of Engineers, Architects, Surveyors, and Landscape Architects of Puerto Rico, 20 P.R.L.A. § 711 *et seq.*
Regulations of the Examining Board of Architects and Landscape Architects of Puerto Rico

Responsible Charge: the licensed professional architect.

Licensure of Business Entities. The corporate practice of the engineering, architecture, surveying and landscape architecture professions shall be allowed provided that all the shareholders are licensed in their respective professions and that said corporation is organized as a professional corporation pursuant to the provisions of 20 P.R.L.A. §§ 711—711z or §§ 2601 *et seq*. of Title 14, known as the "General Corporation Law of Puerto Rico". 20 P.R.L.A. 711q-2. https://casetext.com/statute/laws-of-puerto-rico/title-twenty-examining-

Regulations for the Puerto Rico Examining Board for Architects and Landscape Architects https://www.caappr.org/caappr2021/wp-content/uploads/2021/02/Nuevo_Reglamento_JEAAPPR.pdf.

Every professional licensed by the Examining Board, shall place in the documents and plans made by she/he, or authorized by she/he, related to her/his profession, a circular stamp of two (2) inches of diameter where the name of the professional appears, the profession that is practiced (Architect or Landscape Architect), the serial number of her/his license, the inscription "Puerto Rico" and its expiration date. The seal shall

boards-and-professional-colleges/chapter-35-board-of-examiners-of-engineers-architects-surveyors-and-landscape-architects/711q-2-professional-corporations.

Professional corporation.— Shall mean a corporation organized under the Puerto Rico General Corporations Act, §§ 2601 *et seq*. of Title 14, and as provided in the latter, whose sole and exclusive purpose is to render professional services as regulated by §§ 711—711z of this title and whose stockholders are persons duly licensed in Puerto Rico, to offer the same professional services rendered by the corporation.

No corporation organized and incorporated under the Puerto Rico General Corporations Act may render professional services except through officials, employees or agents who are duly licensed or otherwise legally authorized to render said professional services within this jurisdiction. However, this provision shall not be construed to include within the term "employee", such clerical, secretarial, administrative, book-keeping and technical personnel and other assistants that are neither legally nor according to use or custom, deemed as having to hold a license or legal authorization to practice their profession. No person shall, under the pretext of being an employee of a professional corporation, practice a profession unless he/she is duly licensed to do so pursuant to the laws of this jurisdiction. 20 P.R.L.A. 711a. https://casetext.com/statute/laws-of-puerto-rico/title-twenty-examining-boards-and-professional-colleges/chapter-35-board-of-examiners-of-engineers-architects-surveyors-and-landscape-architects/711a-definitions.

Practice by Foreign Entities. The Board, at the request of the interested party and after payment of the fee provided by regulations, may register and issue engineering, surveying, architecture or landscape architecture certificates or licenses to any person who holds a license issued by the competent authority of any state, territory or possession of the United States of America or of any country, provided the requirement are not substantially in conflict with the provisions of 20 P.R.L.A. §§ 711—711z and whose basic requirements are not less than those specified in the law governing the pertinent register in effect locally at the time in which said certificate is issued. To that effect the applicant must meet the requirements stated in §§ 711—711z and of the state, territory or possession of the United States or the foreign country of which the applicant is a citizen and from whom it has been authorized; and shall, also grant the same rights, with no exceptions whatsoever, to the engineers, architects, surveyors or landscape architects authorized to practice their profession in Puerto Rico. The Board may establish reciprocity agreements for the granting of licenses or certificates with other political jurisdictions, which shall be granted through written agreements with the bodies charged with regulating the professions of engineering, architecture, surveying and landscape architecture in the jurisdictions concerned.

The clauses and conditions of the reciprocity agreements, as well as the norms and procedures for the application of this section, shall be subject to regulation by the Board. 20 P.R.L.A. 711t. https://casetext.com/statute/laws-of-puerto-rico/title-twenty-examining-boards-and-professional-colleges/chapter-35-board-of-examiners-of-engineers-architects-surveyors-and-landscape-architects/711t-reciprocity.

contain no other information, sign or heraldic shield in accordance with Law No. 7 of August 8, 1952 and Regulation No. 5283 of August 3, 1995. No professional in training can use a seal.

The stamp and signature of every licensed professional will be placed on all specifications, reports, drawings, plans, design data, and computations, when such documents are presented to a client or a government agency to certify that the work therein represented was performed by the licensed professional or under her/his direct control and supervision. Work documents need not be stamped and sealed. However, such work documents must be clearly identified with a declaration to the effect that they are "preliminary documents, not for construction, certification or implementation."

The seal and firm must be placed on all the original documents, sketches, or any other reproducible documents so that the signature and stamp appear in all copies made.

When the documents contain more than a sheet, the first sheet or title page shall be signed and stamped by the licensed professional that generated the work and is responsible for it. The same for all other sheets. When a firm, partnership or professional corporation has performed the work, each drawing shall be signed and sealed by the licensed professional that performed the work. The firm's principal must sign and stamp the title page or first sheet.

The signature and stamp shall be placed only on documents that were made under the complete direction and control of the licensed professional.

It will be illegal to sign, seal or stamp any document with the seal and signature during the term of suspension or inactivity of a professional license and after the date of the expiration or permanent cancellation of it. For all legal effects the seal shall be considered as an authorized public seal under this law. By sealing, stamping or signing any document, the licensed professional is certifying that the work was realized by she/he or under her/his control and supervision.