

DATE: JUNE 26, 2007

**TO: DESIGN PROFESSIONALS, PLAN SUBMITTAL CUSTOMERS, AND
CODE STAFF**

FROM: JOHN D. CATLETT, DIRECTOR, CODE ENFORCEMENT BUREAU

SUBJECT: USE OF SEALS ON PLANS - CODE OF VIRGINIA REQUIREMENTS

Section 54.1-402 of the Code of Virginia determines when an architect's or engineer's seal (A/E) is required on documents for proposed construction. The purpose of this memo is to make everyone aware of Section 54.1-410B of the Code of Virginia which requires licensed design professionals to seal their work even though the work would not be required to be sealed in accordance with §54.1-402. This means that if a registered design professional prepares drawings for an addition to a single family home, the plans must bear the seal and identifying information of the design professional pursuant to regulation 18 VAC 10-20-760B.4 of the Department of Professional and Occupational Regulations (DPOR).

Section 54.1-410B of the Code of Virginia also states that the type of project determines the type of professional seal required - architect, professional engineer, land surveyor or landscape architect. This means that a land surveyor should not seal a set of structural plans as the work falls outside of the definition of the practice of land surveying. Structural plans for a building requires the practice of engineering and requires the seal of a professional licensed engineer in accordance with 18 VAC 10-20-760.B.4.

Once it is determined that submitted plans require the seal of a professional, it is important to ensure that status of the professional is verified. License verification will be done using the DPOR website (www.dpor.virginia.gov) or by calling 804 367-8512. For individuals working for a firm and not as a sole proprietorship, the firm's registration number should be provided on the plans or it will be verified using the DPOR website or phone number.

Beginning August 1, 2007, plans will not be accepted into the review process when:

- a license number cannot be verified;
- the seal/license designation does not pertain to the proposed work;
- the design professional has not hand-signed and dated the face of the seal;
- the seal does not conform in detail and size (2 inches in diameter) to the illustrations on the attached document from DPOR.

If you have any questions, please contact Gregg Fields, Supervisory Engineer, or Jannine Pennell, Deputy Director, on 703 838-4360.

attachments