



DEPARTMENT OF
CODE ADMINISTRATION

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DATE: June 26, 2007 (Revised December 2017)
TO: Code Administration Customers and Staff
FROM: Gregg Fields, Director
SUBJECT: Use of Seals on Plans - Code Of Virginia Requirements
POLICY #: PP-2012-08

This policy is to provide guidance on the requirements of §54.1-410B of the Code of Virginia. It requires a Virginia-licensed registered design professional (RDP) to place a registration seal on his/her work regardless of whether the plans require an RDP seal for the type of work proposed. As noted in the Virginia Department of Housing and Community Development memo (see attached PDF), if an RDP prepares drawings, the plans must bear the seal and identifying information of that respective RDP pursuant to §18 VAC 10-20-760.B.1 and §18 VAC 10-20-760E of the Virginia Administrative Code (i.e. regulations of the Virginia Department of Professional and Occupational Regulation, or DPOR).

§ 54.1-402 of the Code of Virginia explains that the type of construction project determines whether a Virginia RDP seal is required on the plans. In addition, an RDP cannot practice outside of his/her area of licensure and training pursuant to §18 VAC 10-20-730.

Once it is determined that submitted plans will require an RDP seal, it is important to verify the status of the RDP's license by accessing DPOR's website (www.dpor.virginia.gov) or by calling its office at 804.367.8511. Also, when individuals submitting plans are employed by a firm, and are not acting as a sole proprietor, the firm's registration number must be on the plans and verified by staff using DPOR's website or by calling its office.

As of August 1, 2007, plans will not be accepted into the review process if:

- The RDP license number cannot be verified;
- The RDP has not hand-signed (or electronically signed) and dated the face of the seal on the plans;
- The seal does not conform in detail and size (2 inches in diameter) to the illustrations on the attached document from DPOR;
- Or a plan prepared by an RDP, whether required or not, has not been properly sealed and signed.

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This should not be construed to require a seal of an out of state RDP when plans are not required to be sealed by Virginia law. It should also not be interpreted that the plans containing the name of an RDP firm were actually prepared by an RDP or under his/her guidance. In these cases, and with all plans not prepared under the guidance of an RDP, the plans must be signed by the person preparing the plans, and must contain the address, phone number and occupation of the preparer.

If you have any questions, please contact the Plan Review Division Chief at 703.746.4193 or the Deputy Director at 703.746.4251.