

Q: ARE DESIGN PLANS OR SURVEYS SIGNED AND SEALED BY AN OUT-OF-STATE LICENSEE ACCEPTABLE?

A: No, all Missouri projects and land surveys must be completed by Missouri licensees.

Q: CAN LICENSEES SEAL SHEETS OR PAGES PREPARED BY LICENSED PROFESSIONAL CONSULTANTS?

A: No, sheets or pages prepared by licensed professionals such as structural, mechanical or electrical engineers retained by the architect shall bear the seal, signature, and license number of the consultant responsible thereof.

Q: CAN LICENSEES USE RUBBER STAMP SEALS OR COMPUTER GENERATED SEALS?

A: Yes

Q: CAN LICENSEES USE "SIGNATURE" REPRODUCTIONS SUCH AS RUBBER STAMPS, "STICKY-BACKS" OR OTHER FACSIMILES?

A: No. The term "signature" means a handwritten identification containing the name of the person who applied it; or for electronic or digital documents that are released to others in their "native file format" (e.g., AutoCAD, Revit, Word, Excel, etc.) shall mean an electronic authentication process attached to or logically associated with the document.

Q: CAN LICENSEES USE SCANNED SEALS AND SIGNATURES ON DOCUMENTS RELEASED TO OTHERS AS AN ELECTRONIC OR DIGITAL DOCUMENT?

A: Scanned Seals? Yes. Scanned Signatures? It depends upon the following. The answer is no, if the documents are being released for use by others in their "native file format" (e.g., AutoCAD, Revit, Word, Excel, etc.). The intent of 20 CSR 2030- 3.060(3) is to prevent an electronic or digital document with a licensee's signature on it from being easily manipulated by the recipient. An authenticated "digital signature" protects an electronic document from changes being made by someone other than the licensee. However, the answer is yes for documents released in a "pdf" format (sent via email, website, flash drive, diskette, or CD, for example) or a faxed copy of a document. Such documents are not considered to be easily manipulated by the recipient. A faxed, scanned to "pdf", or printed to "pdf" file is just another means of copying a document (like photocopying or taking a picture of it) and, therefore, is not intended to be covered by 20 CSR 2030-3.060(3)'s provisions regarding "electronic or digital documents." Therefore, they are not required to be issued with a secure electronic or digital signature authentication

process. The use of a scanned signature is permitted for the purpose of transmitting "pdf" documents only.

Q: WHO CAN APPLY AN ELECTRONIC SIGNATURE?

A: Missouri licensees are responsible for applying their seals and signatures to a document. They will personally need to know how to apply their own "digital signature" if they want to use the electronic signature procedure in 20 CSR 2030-3.060(3). The forging or unauthorized use of a licensee's seal or signature by hand, electronically, or other means, is a violation of 327.411, RSMo and is punishable by law.

Q: HOW CAN LICENSEES RELEASE TO OTHERS AN ELECTRONIC OR DIGITAL DOCUMENT IN A FORMAT THAT CAN BE EASILY MANIPULATED TO FACILITATE THE PURPOSES OF FACILITY MANAGEMENT, TO ALLOW CONTRACTORS THE ABILITY TO CREATE BACKGROUND DRAWINGS FOR SHOP DRAWINGS, OR TO FACILITATE FUTURE MODIFICATIONS TO THE FACILITY?

A: The licensee must remove the seal and signature and then release the electronic or digital document provided that it includes a note such as "document is not to be used for construction, recording purposes or implementation" or similar phrasing placed in an obvious location on the document so that it is readily found, easily read and not obscured by any markings.

Q: CAN A LICENSEE MODIFY AND SEAL DRAWINGS PREVIOUSLY SEALED BY ANOTHER LICENSEE WITHOUT COMPLETELY REDRAWING THEM WHEN THE ORIGINAL LICENSEE IS DECEASED OR WAS TERMINATED BY THE OWNER, OR IS NO LONGER EMPLOYED BY THE PROFESSIONAL CORPORATION CONTRACTED TO COMPLETE THE WORK.

A: Yes, but only if the licensee takes 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. See Board Rule 20 CSR 2030-13.010(E).

Q: CAN A LICENSEE SEAL A DOCUMENT THAT WAS NOT PERSONALLY PREPARED BY HIM/HER OR UNDER HIS/HER DIRECT RESPONSIBLE CONTROL?

A: No.

Q: CAN A LICENSEE SEAL PLANS BEGUN OR CONTRACTED FOR BY A PERSON NOT PROPERLY LICENSED?

A: No. A licensee would be required to 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. See Board Rule 20 CSR 2030-13.010(E).

Q: IS THE PROFESSIONAL OF RECORD REQUIRED TO PROVIDE CONSTRUCTION OBSERVATION DURING THAT PHASE OF A PROPOSED PROJECT?

A: No, unless by contract.

Q: HOW DO YOU KNOW IF SOMEONE HAS A CURRENT MISSOURI LICENSE?

A: The Board's website has a "Licensee Search" feature which can be used to look up current licensees for an individual or a corporation; or, you may call the Board office. <https://pr.mo.gov/apelsla.asp>

Q: WHAT ARE PROPER SIGNATURES/SEALS?

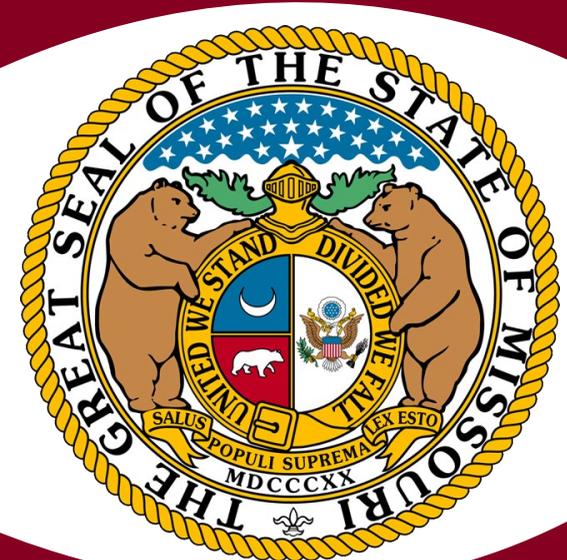
A: Refer to Board Rule 20 CSR 2030-3.060.

RED FLAGS FOR PLAN REVIEWERS TO WATCH FOR:

- Architectural ("A") sheets sealed by an engineer
- Engineering ("E") sheets sealed by an architect
- Plans sealed by an architect, engineer, land surveyor, or landscape architect who is an employee of a nonlicensed firm or company
- Incomplete documents without either a seal or a disclaimer
- Plans that do not have all required title block information per 20 CSR 2030-2.050
- Plans that have not been sealed, signed and dated by the licensee
- Standard plans that do not bear the seal of the original preparer
- Standard plans that do not bear the seal of a Missouri licensee and disclaimer
- Seal(s) appear to be cut and pasted
- Contact person is not the licensee or it is difficult to contact the licensee
- Plans, details, letter reports, etc. that do not appear to apply to the project
- Plans have numerous or serious code violations
- Non-dated revisions

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STATE OF MISSOURI REQUIREMENTS



Regarding the use of Professional Seals and the practice of:

Architecture

Professional Engineering

Professional Land Surveying

Professional Landscape Architecture

CHAPTER 327

(Revised September 2020)

To safeguard the public's health, life, safety, welfare, and property, the State of Missouri requires individuals who practice architecture, engineering, land surveying, and landscape architecture to be properly licensed. Answers to frequently asked questions are provided for clarity.

Q: CAN ARCHITECTS PREPARE AND SEAL ENGINEERING PLANS?

A: Generally architects should not seal electrical, mechanical, plumbing, civil or structural engineering plans. "Incidental Practice" (as defined in RSMo 327.011 (9)) is allowed when those services are related to the architecture services being provided and they are a secondary part of the project scope. The licensee performing the incidental practice must be qualified by education, training and experience to perform such incidental services. These plans should not be labeled as engineering ("E Sheets").

Q: CAN PROFESSIONAL ENGINEERS PREPARE AND SEAL ARCHITECTURAL PLANS?

A: Generally engineers should not seal architectural plans. "Incidental Practice" (as defined in RSMo 327.011 (9)) is allowed when those services are related to the engineering services being provided and they are a secondary part of the project scope. The licensee performing the incidental practice must be qualified by education, training and experience to perform such incidental services. These plans should not be labeled as architecture ("A" Sheets").

Q: CAN PROFESSIONAL ENGINEERS PREPARE AND SEAL SURVEYING PLATS OR MAPS?

A: No, with the exception of topographic surveys, engineering surveys and cross sections needed for engineering design.

Q: CAN PROFESSIONAL LAND SURVEYORS PREPARE AND SEAL ENGINEERING PLANS?

A: No.

Q: CAN ARCHITECTS, ENGINEERS, AND LAND SURVEYORS PREPARE AND SEAL LANDSCAPE ARCHITECTURAL PLANS?

A: Yes, but only if it's within the professional services for their license under chapter 327 and they should not represent the work as landscape architecture.

Q: WHAT CONSTRUCTION PLANS CAN A PROFESSIONAL LANDSCAPE ARCHITECT PREPARE AND SEAL?

A: Landscape architects can prepare and seal site plans, landscape grading and landscape drainage plans, irrigation plans, planting plans, and construction details.

Q: CAN LANDSCAPE ARCHITECTS PREPARE AND SEAL ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING PLANS?

A: No.

Q: CAN A LICENSEE USE AN ELECTRONIC SEAL?

A: Yes, it is permitted subject to detailed requirements described in Board Rule 20 CSR 2030-3.060.

Q: CAN A LICENSEE SEAL ANOTHER LICENSED DESIGNER'S STANDARD DESIGN (PROTOTYPE) PLANS?

A: Yes, subject to special requirements detailed in Board Rule 20 CSR 2030-13.010(E).

Q: CAN AN INDIVIDUAL LICENSED IN ANOTHER JURISDICTION ENGAGE IN TEMPORARY PRACTICE IN MISSOURI BEFORE OBTAINING A LICENSE HERE?

A: No.

Q: SECURITY OF SEAL - CAN SOMEONE ELSE USE AN INDIVIDUAL'S SEAL?

A: No.

Q: MUST PROFESSIONAL CORPORATIONS USE CORPORATE SEALS ON PLANS?

A: No (there is no professional corporate seal), but the Corporate Certificate of Authority number must be listed in the title block.

Q: MUST THE LICENSEE SEAL, SIGN AND DATE EACH SHEET OF ORIGINAL DRAWINGS ISSUED FOR BIDDING, PERMITTING OR CONSTRUCTION?

A: Yes, each drawing sheet must be sealed and signed by the licensee. However, for non-drawing multiple page bound documents, in lieu of signing, sealing and dating each page, the licensee may sign, seal and date the title page, an index page, or a seals page, providing that the signed page clearly identifies all of the other pages comprising the bound volume.

Q: MUST A LICENSEE SEAL ALL PLANS, SPECIFICATIONS, ESTIMATES, PLATS, REPORTS, SURVEYS, AND OTHER DOCUMENTS PREPARED FOR BIDDING, PERMITTING OR CONSTRUCTION?

A: All final documents are required to be signed and sealed. If the documents are not final or are incomplete, they are to be clearly marked, "Preliminary, not for construction, recording purposes or implementation."

Q: CAN PLANS BEARING SEAL OF ONE DISCIPLINE (CIVIL ENGINEERING, STRUCTURAL ENGINEERING, MECHANICAL/ELECTRICAL ENGINEERING OR ARCHITECTURE) COMBINED WITH NONSEALED DRAWINGS OF OTHER DISCIPLINES BE ACCEPTED FOR BIDDING, PERMITTING OR CONSTRUCTION?

A: No, all drawings must be sealed and signed by the appropriate licensee.

Q: WHEN IS AN ARCHITECT AND/OR ENGINEER REQUIRED TO SIGN AND SEAL PLANS FOR CHANGES OR RENOVATIONS TO EXISTING NON-EXEMPT STRUCTURES?

A: An architect's or engineer's seal is always required on renovation plans for non-exempt structures, except when the changes do not affect safety features of the structure, such as renovations that:

- Do not alter or affect the structural system
- Do not change access or exit patterns
- Do not change live or dead loads
- Do not change area or use of structure

Q: ARE SOME PROJECTS EXEMPT IN CHAPTER 327 FROM THE ARCHITECTURAL OR ENGINEERING REQUIREMENTS AND PREPARED BY OTHERS?

A: Yes, while there are certain exemptions from the requirements of an architect's or engineer's seal, it is important that the code official exercise judgment to require seals where necessary to protect the public. The exemptions are listed in Sections 327.101 and 327.191.

Q: ARE RESIDENTIAL PLANS EXEMPT?

A: Yes, single family dwelling houses and multiple family dwelling houses, flats or apartments containing not more than two families are exempt. However, if residential plans are prepared by an unlicensed person, that person must indicate on the plans that he/she is not a licensed architect.

Q: ARE FARM BUILDING PLANS EXEMPT?

A: Yes, if not for public use.

Q: ARE ANY PLANS FOR COMMERCIAL STRUCTURES EXEMPT?

A: Yes, but very few. ONLY those that are under 2,000 square feet and which do not provide for the employment, assembly, housing, sleeping, or eating of more than nine persons are exempt.

Q: ARE PLANS FOR CHANGES TO PREVIOUSLY EXEMPT STRUCTURES EXEMPT?

A: Yes, if the finished structure would still qualify for its original exemption.

Q: ARE CHURCH PLANS EXEMPT?

A: No.

Q: ARE SCHOOL PLANS EXEMPT?

A: No.

Q: MUST A LICENSEE SEAL PLANS HE/SHE PREPARES FOR EXEMPT PROJECTS?

A: Yes.

Q: WHAT ARE THE DIFFERENT TYPES OF SURVEYS?

A: Lot Survey*, Boundary Survey*, Subdivision Survey*, Topographic Survey, Plot Plan and Stake Out, Foundation

Survey, Surveyor's Real Property Report and ALTA/NSPS (American Land Title Association/National Society of Professional Surveyors) Land Title Survey**.

* Indicates type of survey that must be performed in compliance with the "Missouri Standards for Property Boundary Surveys."

** MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS (Effective February 23, 2016)

Q: WHEN SHOULD A LAND SURVEY BE RECORDED?

A: All subdivision plats and boundary surveys that create a NEW parcel must be recorded. It is not necessary to record the resurvey of a subdivision lot or boundary survey (if there is no new monumentation), but should you desire, it can be recorded at the County Recorder's office or with the Missouri State Land Surveyor's office, Missouri Department of Agriculture. All subdivision plats and boundary surveys must be signed and sealed by the Professional Land Surveyor whether recorded or not.

Q: WHEN SHOULD A LAND SURVEY BE PERFORMED?

A: A land survey should be performed:

- Prior to purchasing land to ensure where the land boundaries and improvements are located for the property that you are buying
- Prior to installing a fence, building a house, or other types of construction or permanent improvements
- Prior to dividing land into smaller parcels or combining lots or tracts
- When you sell a parcel of land not previously surveyed
- To verify amount of land assessed for taxes
- When you think someone has encroached on your land

Q: ARE CHANGE ORDERS REQUIRED TO BE SEALED?

A: Yes. When revisions are made, the licensee 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.

Q: CAN AN OWNER/BUILDER/ CONTRACTOR MAKE CHANGES TO AN ARCHITECT'S OR ENGINEER'S DRAWINGS OR SPECIFICATIONS?

A: No.

Q: WHEN APPLYING FOR A PERMIT, CAN A LICENSED MISSOURI ARCHITECT, ENGINEER, OR LANDSCAPE ARCHITECT SEAL DOCUMENTS PREPARED BY AN OUT-OF-STATE DESIGN PROFESSIONAL?

A: No.