

## **TITLE BLOCK FAQs – Board Rule 20 CSR 2030-2.050**

This rule states that all drawings, exhibits, plans, plats, maps, and surveys must include a title block. There have been a number of requests for clarification of portions of this rule. A title block is an outline of some shape, usually a rectangle along one edge of the page or in one corner containing specific information within that outline. The minimum information required by the rule must all be included within that outline. The information may be set forth elsewhere, but this does not satisfy the requirement that it be included in the title block.

The elements required to be within that outline are:

- licensee name (person or company) address and phone number;
- name of project and address or location;
- date prepared;
- licensee's seal, signature and date;
- printed name, discipline and license number of person sealing the document; and,
- printed name, discipline and Certificate of Authority number of a corporation, if applicable.

**Specific answers:**

**Q: 20 CSR 2030-2.050(2)(A) *The name of the licensee either as a sole proprietor, partnership, corporation, limited liability company or other appropriate entity* – Does this mean that the company's type of organization (sole proprietor, partnership, corporation, limited liability company or other) must be stated in the Title Block?**

**A: Only if it is a part of the organization's legal name. Such as "Smith and Associates, a partnership."**

**Q: 20 CSR 2030-2.050(2)(B) *The licensee's address and phone number* – Does this refer to the company or person?**

**A: If the documents are sealed by a professional working for a company which holds a certificate of authority in the discipline of the sealing professional, the company should be listed. If the company does not hold a certificate of authority in the same discipline as the sealing professional, the title block should show contact information for the professional's personal license. In either event the license or certificate of authority number must be shown.**

**Q: 20 CSR 2030-2.050(2)(G) *The printed name, discipline and license number of the person sealing the document* – Since individuals are not licensed by discipline (electrical, mechanical, structural, civil, etc.) what is the intent, or how do we comply?**

**A: It is meant to differentiate between the disciplines of architecture, professional engineering, professional land surveying, or professional landscape architecture.**

**Q: 20 CSR 2030-2.050(2)(H) *The printed name, discipline and certificate of authority number of the corporation as defined in section 327.011, RSMo* – What is the intent, or how do we comply?**

**A: It is meant to differentiate between the disciplines of architecture, professional engineering, professional land surveying, or professional landscape architecture.**

NAME OF THE LICENSEE;  
INCLUDING ADDRESS and  
TELEPHONE NUMBER



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PRINTED NAME, DISCIPLINE and  
the CORPORATION or LLC'S  
CERTIFICATE OF AUTHORITY  
NUMBER

CONSULTING ARCHITECTS,  
ENGINEERS, LAND SURVEYORS,  
and LANDSCAPE ARCHITECTS  
INFORMATION SHALL CONFORM  
TO STANDARD

*AN ARCHITECTURAL,  
ENGINEERING, LAND SURVEYING  
or LANDSCAPE ARCHITECTURAL  
ENTITY SHALL INCORPORATE A  
TITLE BLOCK ON ALL DRAWINGS  
and OTHER DOCUMENTS  
REQUIRED TO BE SIGNED and  
SEALED*

PROJECT NAME or IDENTIFICATION and  
PROJECT LOCATION, INCLUDING  
CITY, COUNTY and STATE

Kirkwood Public Library  
140 East Jefferson Ave.  
Kirkwood, St. Louis County, Missouri 63122

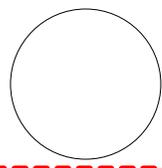
Kirkwood Public Library  
140 East Jefferson Avenue, Kirkwood, MO 63122

Project No: 0830

No	Description	Date
	Permit Set	April 1, 2009

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SPACE FOR THE LICENSEE'S  
SIGNATURE, DATE and SEAL



PRINTED NAME , DISCIPLINE and  
LICENSE NUMBER OF PERSON  
SEALING THE DOCUMENT

David Butler Yates - Architect  
MO# A-98765

DATE PREPARED

The Professional Architect's seal affixed to this shall apply only to the material and items prepared on this sheet. All drawings, instruments or other documents not exhibiting the seal shall not be considered prepared by the architect, and the architect accepts no responsibility for such plans, drawings or documents.

DATE: 04/01/09  
SCALE:

Sheet Name

A1