



**PRINCE GEORGE'S COUNTY
DEPARTMENT OF ENVIRONMENTAL RESOURCES
DEVELOPMENT SERVICES BRANCH
PERMITS AND REVIEW DIVISION**

**BULLETIN 2002-4
Supercedes Bulletin 96-5**

October 22, 2002

- SUBJECT:** Preparation of Architectural and Engineering Documents, Requirements for Signature and Seal.
- PURPOSE:** To implement compliance with requirements of State laws concerning the use of Architects and Engineers in the preparation of plans and specifications for building permit applications.
- AUTHORITY:** This bulletin is issued by authority granted to the Building Code Official as detailed in Subtitle 4, Prince George's County Building Code.

This bulletin supercedes Bulletin 96-5 dated September 17, 1996. Effective immediately, the following requirements will be implemented to ensure compliance with applicable State laws concerning required signatures and seals on construction documents that are submitted in pursuance of building permits.

1. In accordance with House Bill 147, a licensed architect is required in the preparation of building permit documents for any addition, alteration, construction or design of a building or any integral part of a building or a group of buildings which are intended for public or residential use. The licensed architect is required to sign, seal and date those building permit documents.
2. A licensed professional engineer is required to sign, seal and date all engineering documents prepared in connection with the alteration, construction, design or repair of a

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building, structure, building engineering system and its components, machine, equipment, process, works, subsystem, project, public or private utility or facility.

As defined by the legislation, "public use" means the use of a building or other structure for the primary purpose of human use or habitation.

"Residential use" is defined as the use of a building or other structure as a dwelling. This bulletin summarizes the requirements set forth in the cited laws and associated interpretations of the Office of the Attorney General, State of Maryland, and related memoranda of the State Board of Architects and Engineers. All questions concerning applicability or interpretation of these requirements should be directed to:

Division of Occupational and Professional Licensing
500 North Calvert Street, 3rd Floor
Baltimore, Maryland 21202
(410) 230-6001

It is requested that an informational copy of any written inquiries also be sent to the Prince George's County Building Code Official:

Stan E. Wildesen, P.E.
Building Code Official
Department of Environmental Resources
Permits and Review Division
9400 Peppercorn Place, Suite 600
Largo, Maryland 20774

RESPONSIBILITIES:

PERMITS AND REVIEW DIVISION:

1. The Permits and Review Division (PRD) shall not accept any building permit application for any addition, alteration, construction or design of a building or any integral part of a building or a group of buildings which are intended for public or residential use for which each sheet of accompanying plans, specifications, and documents are not signed, sealed and dated by a licensed architect.

2. PRD shall not accept any building permit application 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 which the engineering documents are not signed, sealed and dated by a Professional Engineer.

Exceptions to (1) and (2) above:

- (A) Single family dwellings and small unoccupied incidental structures are not required to comply with these requirements.
 - (B) Plans and specifications signed, sealed and dated by a licensed land surveyor or landscape architects as appropriate.
3. Plans, specifications and construction documents which are found not to bear appropriate seals and signatures during plan review will be returned without being processed for review. Upon return of any such plans, the applicant will be notified of the unacceptability of the documents for processing. The applicant may submit revised plans bearing the required seal and signature and pay required revision fees or the permit will be considered abandoned.

ARCHITECTS:

Provide an original seal, signature and date on every sheet of each set of architectural plans and on the cover sheet of all specifications, reports, correspondence and other documents, submitted concerning building designs, building permits and/or building permit applications. The licensed architect must prepare or directly supervise the preparation of the documents. All signatures and dates must be legible or they will not be accepted. The licensed architect must be currently registered in the State of Maryland and must present, upon request, a current wallet card verifying active registration. The company that the licensed architect represents must also possess a license to practice architecture by the Maryland Department of Labor and Licensing, in accordance with House Bill 147.

ENGINEERS:

Provide an original seal, signature and date on every sheet of each set of plans and on the cover sheet of all specifications, reports, correspondence and other documents submitted concerning building designs, building permits and/or building permit applications as applicable.

The Professional Engineer must prepare or directly supervise the preparation of the documents.

All signatures and dates must be legible or they will not be accepted. The Professional Engineer must be currently registered in the State of Maryland and must present, upon request, a current wallet card verifying active registration.

LAND SURVEYORS, LANDSCAPE ARCHITECTS:

Provide an original seal, signature and date on every sheet of each set of applicable plans and on the cover sheet of all specifications, reports, correspondence and other documents submitted concerning building designs, building permits and/or building permit applications. All signatures and dates must be legible or they will not be accepted. The land surveyor or landscape architect must be currently registered in the State of Maryland and must present, upon request, a current wallet card verifying active registration.

The design professional is reminded that plans, which are incomplete or incorrect, may not knowingly be submitted for building permits. Such actions are a violation of the applicable rules and regulations of the applicable governing board of each profession. Violations of these requirements will be reported to the appropriate professional board, which may result in reprimand, suspension, revocation or refusal to renew a license.

Stan E. Wildesen, P.E.
Building Code Official