

SUCCESSOR ARCHITECT POLICY

Pertinent Sections of the Law and Regulations

Section of the Law 40-3-280 Seals

(B) The seal of the individual architect in responsible charge, as well as the seal of the firm, must appear on each print of the drawings and the index sheet, or sheets, of each set of specifications offered to secure a building permit and one record set for use on the construction site. The required seal identification may be a rubber stamp impression placed on original drawings and specification copy. The architect in responsible charge shall affix his signature over his seal. An electronic seal and signature may be used in lieu of an original seal and signature by applicable policy or regulation.

Regulation 11-11 SEALS

B. An architect shall not affix, or permit to be affixed, the architect's seal or name to any plans, specifications, drawings, or other related documents which were not prepared by the architect or under the architect's direct responsible charge. Architects shall not use their seal or perform any other service as an architect unless holding at the time a current Certificate of Registration.

Regulation 11-12 D. Professional Conduct.

(1) An architect or firm shall not sign or seal drawings, specifications, reports, or other professional work for which the architect or firm does not have direct professional knowledge and direct supervisory control; provided, however, that in the case of portions of such professional work prepared by the architect's, or firm's consultants, registered under this or another professional registration law of this jurisdiction, the architect or firm may sign or seal that portion of the professional work if the architect or firm has reviewed such portion, has coordinated its preparation, and intends to be responsible for its adequacy.

Commentary

This policy is intended as guidance in situations where the architect in responsible charge on a project has either left a firm, has been taken ill or has died. A second registrant is prohibited from sealing plans originally prepared under the first registrant's responsible charge. In special circumstances, specifically where the first registrant has changed employment or is deceased, ill or unavailable, a second registrant may perform work on a set of plans originally prepared by that first registrant. If the plans are incomplete, which is defined as having plans that are at a stage prior to submittal to a reviewing official, the second registrant may not seal, the set of drawings prepared by the first registrant. Rather, the second registrant must take all steps necessary to ensure that the drawings were prepared under his or her responsible charge. If the plans are complete and have been submitted to a reviewing official, the second registrant may prepare and seal addenda sheets if revisions are necessary.

Frequently Asked Questions

1. How should I give credit to my previous employer/firm for work I performed while there? I have seen other architects credits in very small fonts, “buried” on a website or printed in a manner that most clients and the public would not even find.

A. Credits should be clearly and accurately stated and reasonably visible. If the individual who left the firm performed minor work as part of a project team, it should be accurately stated. If a firm splits, and one partner (for example) leaves, he/she may claim appropriate credit for any work on the project and state that it was the firm’s project while he/she was a partner.

2.

I recently left a firm that declined to allow me to use their project photos. It was not an amicable parting. I took my own photographs of the exterior of several buildings and, with the occupant’s permission, also took interior photos. May I use those photos and include that work in my resume?

A. Yes, so long as you claim credit only for work you actually performed, and note that you worked on the project while employed at the former firm.

3. While employed at an architecture firm, I was project architect for a high profile building that received a lot of publicity and won a design award. A year later, I formed my own firm. Can I claim credit for that project since it was essentially my concept and design?

A. Yes provided you claim credit only for work you actually performed, and state that you were the project architect while employed at the former firm.