
	<b>BUILDING DEVELOPMENT POLICIES AND PROCEDURES ADMINISTRATIVE/GENERAL</b>	<b>Effective Date:</b> <b>January 6, 2020</b>
		<b>Supersedes Policy Dated:</b> <b>October 31, 2017</b>
	<b>1.11 Registered Design Professional Sealing of Plans</b>	<b>Issued by:</b>  <b>Eric M. Mays, P.E.</b> <b>Building Official</b>



The purpose of this policy is to establish the requirements for an architect or engineer to seal drawings for proposed construction. Section 54.1-402 of the Code of Virginia stipulates when an architect's or engineer's seal is required on drawings for proposed construction. Additionally, Section 54.1-410 of the Code of Virginia provides that a local building code official has the authority to require an architect's or engineer's seal even if not required by Section 54.1-402.

Following are the requirements for Prince William County:

1. **Chart A – General Design** (Attachment A) **with the following amendments:**
  - A. New Buildings and Additions- Use Groups B, F, M, R-2, R-2 classified as an R-3 and S (non-farm) shall be sealed by an architect or engineer.
  - B. Existing Structures
    - (1) Tenant Layout Plans – Apply the chart without amendments.
    - (2) Alterations and Repairs – The requirement will be decided on a case by case basis prior to the plans being submitted and accepted. Generally, limited alterations and repairs will not require an architect's or engineer's seal. However, more complex alterations and repairs that may impact life safety (i.e., increase occupancy load; modifications to the structural system, means of egress, fire separation walls or fire suppression systems), an architect's or engineer's seal shall be required.
2. **Chart B – Electrical Design** (Attachment B) – Note: The items marked with “No” will not require an architect's or engineer's seal if designed by a licensed Master Electrician or Class A Electrical Contractor.
3. **Chart C – Plumbing and Mechanical Design** (Attachment C) - Note: The items marked with “No” will not require an architect's or engineer's seal if designed by a licensed Master Plumber, Master Mechanical Worker, or Class A Plumbing or Mechanical Contractor in those specialties.

**Special Notes:**

1. Prince William County is required to enforce the [Virginia APELSCIDLA Board's USE OF SEAL](#) (Attachment D).
2. The APELSCIDLA Regulations provide the following options for sealing of plans:
  - A. The designer is required to place an original seal, signature and date on each plan sheet; or

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- B. The designer is required to place an original seal, signature and date on an index sheet that lists each plan sheet; and each plan sheet is required to have a copy of the designer's seal, signature and date. (Note: Either one index sheet can be submitted for the entire set of plans with each designer's original seal, signature and date or each designer can provide a separate index sheet for their specific portion of the plans.)
- C. The designer may apply a digitized seal on each electronic plan sheet, and the printed seal is equivalent to an original seal. The designer is still required to place an original signature and date on the printed seal.
3. As part of the Quality Control Review, the Building Development Plan Intake Counter will verify the plans have an architect's or engineer's seal when required. The Building Plan Reviewers will verify that the architect's or engineer's seal/signature/date have been properly applied in accordance with the Virginia APELSCIDLA Board's regulations.
  4. Prince William County does not currently accept electronic plan submissions. Therefore, there is no policy with regards to the requirements for electronic or digital seals and signatures.

**Attachments/Hyperlinks:**

- Attachment A: [Chart A – General Design](http://www.pwcgov.org/government/dept/development/bd/Documents/005761.pdf)
- Attachment B: [Chart B – Electrical Design](http://www.pwcgov.org/government/dept/development/bd/Documents/005762.pdf)
- Attachment C: [Chart C – Plumbing and Mechanical Design](http://www.pwcgov.org/government/dept/development/bd/Documents/005763.pdf)
- Attachment D: [Virginia APELSCIDLA Board USE OF SEAL](http://www.pwcgov.org/government/dept/development/bd/Documents/005764.pdf)