



COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

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Secretary of
Commerce and Trade
Jay W. DeBoer
Director

To: Regulants & Other Members of the Public

From: Kate Nosbisch, Executive Director, Virginia APELSCIDLA Board

Date: October 6, 2017

Re: Alter/Edit Sealed Drawings

It has been brought to the attention of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects (APELSCIDLA) that changes or additions are being made to professionals' signed and sealed drawings without the professional's written permission.

No one should be using sealed drawings without the written permission of the professional who sealed the drawings. If you intend to make changes, additions or modifications to designs, drawings, specifications, or work of a professional, you must request written permission from the professional who sealed the work.

Information from recorded plats or surveys may be utilized without permission. However, the modification of the actual recorded plat or survey is prohibited without written permission of the professional who signed and sealed the work. For example it is prohibited to take a recorded plat, write on it, and submit it for permit approval.

If you have knowledge of an individual who may have violated or may currently be violating the use of signed and sealed work, you should file a [complaint](#) with the Board for further review.

In closing, to make changes, modifications, or additions to a professional's signed and sealed drawings, written permission must be obtained from the professional.

If you have any questions, please contact the Virginia APELSCIDLA Board at (804) 367-8506.

Thank you.

The APELSCIDLA Regulations state:

18VAC10-20-740. Professional responsibility.

F. Except as authorized by 18VAC10-20-760 A 2, a regulant shall not utilize the design, drawings, specifications, or work of another regulant to complete or to replicate any work without the written consent of the person or organization that owns the design, drawings, specifications, or work.

G. Utilization and modification of work.

1. A regulant who utilizes the designs, drawings, specifications, or work of another regulant pursuant to subsection F of this section or 18VAC10-20-760 A 2, or who modifies any plats or surveys, shall conduct a thorough review of the work to verify that it has been accomplished to the same extent that would have been done under the direct control and personal supervision of the regulant affixing the professional seal, signature, and date. The regulant shall assume full responsibility for the utilization of any unsealed work or any changes or modifications to previously sealed work.

18VAC10-20-760. Use of Seal.

A. Affixing of a professional seal, signature, and date shall indicate that the professional has exercised direct control and personal supervision over the work to which it is affixed. Affixing of the seal, signature, and date also indicates the professional's acceptance of responsibility for the work shown thereon.

1. No professional shall affix a seal, signature, and date or certification to a plan, plat, document, sketch, or other work constituting the practice of the professions regulated that has been prepared by an unlicensed or uncertified person unless such work was performed under the direct control and personal supervision of the professional while the unlicensed or uncertified person was an employee of the same firm as the professional or was under written contract to the same firm that employs the professional.

2. If the original professional of record is no longer able to seal, sign, and date completed professional work, such work may be sealed, signed, and dated by another qualified professional pursuant to the standards established in 18VAC10-20-740 G 1.

B. Documents to be sealed.

1. All final documents, including original cover sheet of plans, plats, documents, sketches, technical reports, and specifications, and each original sheet of plans, plats, or drawings prepared by the professional, or someone under his direct control and personal supervision, shall be sealed, signed, and dated by the professional. All final documents shall also bear the professional's name or firm name, address, and project name. Final documents are completed documents or copies submitted on a client's behalf for approval by authorities, for construction, or for recordation.

2. For projects involving multiple sets of plans from multiple professionals involved in the same project, each professional shall seal, sign, and date the final documents for the work component that he completed or that was completed under his direct control and personal supervision. The professional responsible for the compilation of the project shall seal, sign, and date the cover sheet of the aggregate collection of final documents for the project.