

3. PROFESSIONAL ARCHITECT AND ENGINEER SEAL REQUIREMENTS

3.1 Building Permit Professional Seal Requirements

Architectural and engineering drawings shall be stamped with a current license seal and signed by a Maryland-licensed Architect or Professional Engineer. Each sheet must bear the original seal and signature of the responsible Maryland registered Architect or Professional Engineer as applicable.

Code of Maryland Regulations (COMAR 09.21.02.03) requires in part the following:

“A licensee may sign or seal plans, specifications, drawings, reports, or other documents that are required to be signed and sealed pursuant to Business Occupations and Professions Article, §3-501, Annotated Code of Maryland, only if the following requirements are met:

1. The licensee is competent in the subject matter of those documents by virtue of education or experience, or both; and
2. The licensee either:
 - a) Personally prepared the documents, or
 - b) Approved the documents.”

3.2 Titleblock Requirements for Building Permit Drawings

Part of Code of Maryland Regulations (COMAR 09.21.02.04), partially quoted below, requires that all drawings submitted for a building permit review shall have the following:

“C. The name of the entity shall appear in the titleblock, either as a partnership, corporation, limited liability company, or other appropriate entity. In addition, the titleblock shall contain a date, printed name, signature and seal of one of the directors of a corporation, general partners of a partnership or members of a limited liability company, who prepared or approved the documents in accordance with these regulations.”

“D. The directors of a corporation, partners of a partnership, or members of a limited liability company through which architecture is practiced, may designate another employee of the entity to sign and seal the documents in accordance with the requirements set forth in these regulations if the designee:

- (1) Is licensed in the State to practice architecture; and
- (2) Prepared or approved the documents for a particular project in accordance with these regulations.”

“E. In addition, the titleblock shall contain the following certification:

Professional Certification

I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland, license number _____, expiration date _____.

Titleblock, certification, seal, and signature shall appear in close proximity to each other.”

3.3 Installation Permit Professional Seal Requirements

Installation permit drawings do not have to be signed by an Architect or Professional Engineer typically. The Permit Committee may ask for sealed drawings or details from a professional architect or engineer if the project involves alteration to means of ingress/egress or there are other public safety considerations.

3.4 Exclusions for Professional Seal

Below are types of projects that require a Building or Installation Permit but for which sealed architectural/engineering drawings are not typically required:

- Installation of collision bollards.
- Fences under six feet high.
- Sidewalks not part of accessible route.
- Portable heating appliances or cooling unit.
- Tiling, carpeting, built-in cabinets, and countertops.
- Wall mounted signage, unless determined by TIS to be posing a threat to public safety.

3.5 Single Trade Permit Drawings

1. For a Single Trade Permits, provide drawings/sketches drawn to scale. Include location plan, details, diagrams, schedules and product data, as required. Signed and sealed drawings are typically not required for such minor projects. With the application, submit copy of the applicable trade license: Master Electrician, HVACR, or Master Plumber. Work shall meet all applicable codes and regulations.