



Maricopa County

Planning & Development Department

Department Directive

Department Directive:
DD-2004-06

Supersedes:

Effective: 3/8/04

Initiator: Tom Ewers *TE*

Director: Joy Rich *JR*

Purpose: To clarify requirements for Professional Registrant's Seals on Building Plans.

Reference: Arizona Revised Statute 32-144
Arizona Revised Statute 11-321.E
Arizona Administrative Code R4-30-301
2000 International Building Code

Statements:

1. A registered professional is an architect or engineer registered by the Arizona State Board of Technical Registration.
2. ARS 32-144 allows plans to be completed by a nonregistrant who designs, alters or adds to a detached single family dwelling or who designs a one or two story building or structure in which the square footage of the floor area measured to the outside surface of the exterior walls does not exceed three thousand square feet, that is not intended for occupancy by more than twenty persons on a continuous basis and in which the maximum span of any structural member does not exceed twenty feet unless a greater span is achieved by the use of wood or steel roof or floor trusses or lintels approved by an engineer registered by the Board.
3. AAC R4-30-301 states that the registrant shall perform only those professional services for which the registrant is qualified by registration to perform and shall seal and sign only the work prepared by the registrant or by the registrant's bona fide employee.
4. 2000 IBC Section 106.1 Submittal documents, states that construction documents, special inspection and structural observation programs, and other data shall be submitted in one or more sets with each application for a permit. The construction documents shall be prepared by a registered design professional where required by the statutes of the jurisdiction in which the project is to be constructed. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional. Exception: The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered professional if it is found that the nature of the work applied for is such that review of construction documents is not necessary to obtain compliance with this code.
5. Special conditions are those that the building official determines are not specifically covered in the building code.

POLICY/PROCEDURE:

1. Plans for conventionally constructed single family residences may be prepared by a nonregistrant. Truss drawings or calculations, when required, shall bear the seal of a registrant.



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2. Where there are special conditions plans and calculations shall bear the seal of a registrant.
3. Where a seal is required for special conditions or for other work requiring a seal by state statute each page of the plans shall be sealed by the registrant responsible for design of that page.
4. Plans for accessory structures that are nonhabitable and nonoccupiable and that do not exceed three thousand square feet in area may be designed by a nonregistrant.
5. Where a seal is required it shall be signed and dated by the registrant and may be a reproduced version rather than a "wet" seal.
6. No one, other than the registrant, shall alter a plan signed and sealed by the registrant.
7. This policy applies to all original submittals and submittals of revisions.
8. As-built permits may be issued for buildings proven to be constructed by prior owners as specified in ARS 11-321.E without plans being required provided the current owner complies with code as verified by inspections in the field.