

Provincial Association	Requirements or Guidelines re SEALS
AIBC	<p>⁷⁷ (1) An architect must apply a seal, with signature and date, to letters of assurance, certificates, drawings and specifications prepared by or under the architect's supervision, direction or control if the architect practices architecture...</p> <p>⁷⁸ A member of the institute or a licensee must not affix his or her seal to a plan, working drawing, detail drawing, specification or other document unless it was prepared under the supervision, direction or control of the member or licensee. (<i>Architects Act</i>)</p>
AAA	<p>No person except a registered architect, visiting project architect, architects corporation or architects and engineers firm shall affix the seal or stamp of a registered architect or the stamp of a visiting project architect, architects corporation or architects and engineers firm, or permit that seal or stamp to be affixed, to a plan, drawing, detail drawing, specification or other document or a reproduction of any of them unless</p> <ul style="list-style-type: none"> ▪ that plan, drawing, detail drawing, specification, other document or reproduction was prepared by or under the personal supervision, direction and control of, and ▪ the seal or stamp is affixed with the knowledge, consent or in accordance with the direction of the registered architect or visiting project architect to whom or the architects corporation or architects and engineers firm to which the seal or stamp was issued by the Registrar. <p>Applicable Legislation: <i>Architects Act</i> Section 2(2) (c)(i)(ii)</p>
SAA	<p>2.02 Every practicing member shall have a seal, supplied by the Association, the impression of which shall contain the name of the member, the member's registration number and place of business, and the words "Registered Architect, Saskatchewan" and the name of the Association.</p> <p>.1 The seal, when affixed to drawings, shall bear the member's signature and the date.</p> <p>.2 The seal is the property of the Association. If a person ceases to be a member of the Association, their seal shall be promptly delivered to the office of the Association. If the member is reinstated, the seal shall be returned to the member.</p> <p>.3 The practice of electronic sealing is recognized, and regulations in this bylaw shall apply to it accordingly, modified as needed to accommodate the changed format.</p> <p>(<i>Bylaw 2.02</i>)</p>

SAA (Cont.)

- 9.03 .1 Each member upon registration shall make application for their seal to the Executive Director stating the name and address of the applicant and depositing with the Executive Director a payment to cover the cost of same, with postage, if any.
- .2 The Executive Director shall procure all seals, have charge of their distribution and will be held responsible for their issue. *(Bylaw 9.03)*
- 12.01.2 the personal seal or stamp of a registered member or members of the Association and not the seal or stamp of the architectural corporation must be used to seal or stamp any required drawings; *(Bylaw 12.01.2)*

MAA

- 11.4 (b) All working drawings, specifications and the certificates involved in the practice of architecture when issued shall bear the seal and signature of the Registered Member responsible for the design as well as the date on which the seal and signature were affixed.
- (c) Whenever a Registered Member uses his/her seal, his/her signature shall appear across the seal. In the case where there is more than one name on the seal, at least one of the Registered Members named thereon shall sign the seal.
- 11.5 (b) All working drawings, specifications and certificates involved in the practice of architecture which are prepared by, through or on behalf of an Architectural Corporation, Partnership of Architectural Corporations, Joint Architectural and Engineering Firm or Joint Architectural and Engineering Corporation, shall bear the seal and signature of the Registered Member responsible for the design and the stamp of the Architectural Corporation or Partnership of Corporations, Joint Architectural and Engineering Firm or Joint Architectural and Engineering Corporation, as well as the date on which the stamp, seal and signature were affixed.
- (c) Whenever an Architectural Corporation, Partnership of Architectural Corporations, Joint Architectural and Engineering Firm or Joint Architectural and Engineering Corporation uses its stamp, the signature of the Registered Member responsible for the design shall appear across the stamp of the Architectural Corporation, Partnership of Corporations, Joint Architectural and Engineering Firm or Joint Architectural and Engineering Corporation.
(Bylaws)
- Seals are required on working drawings, specifications, and certificates.
 - Also, seals are required on reports or documents prepared by Corporations.
(Architects Act)

OAA

The seal and signature must be applied to "every design prepared under his or her personal supervision and direction and issued or exhibited to a person who is not a holder and is submitted as part of an application for a building permit or is used for the construction, enlargement or alteration of a building, except in the case of an open competition in which anonymity is a requirement."
*(Regulation 27, 42(21))**

The seal belongs to the OAA and is issued to a Member for their use as long as they remain in good standing.

*OAA Regulatory Notice R.1 describes the appropriate use of the Architect's professional seal.

27. Architects must indicate on the documents they prepare in the practice of their profession the purposes for which they are prepared.
28. Architects must date and write their name or the name of the partnership or joint-stock company within which they practise their profession on every document they prepare in the practice of their profession.
30. Architects must, for documents they prepare,
 1. sign the following documents: riders and change directives, payment certificates, substantial completion certificates and completion certificates;
 2. sign and affix their seal to the following documents:
 - (a) plans and specifications for the execution given to the client or a municipality in support of a permit application and to any authority concerned;
 - (b) documents issued for the purposes of the contract between the client and the contractor, and documents related to the management of the contract, such as plans and specifications issued for construction and used for performing on-site work, and addenda;
 - (c) certificates of progress or compliance of the work to the plans and specifications or the [Construction Code \(chapter B-1.1, r. 2\)](#), and any other certificate they issue; and
 - (d) expert reports.

Source: Chapter A-21, r. 5.1: Code of Ethics of Architects

OAQ

AANB

- 15(3) Unless exempted by by-law, every member or licensee practising architecture in New Brunswick in his own name shall sign, date and affix his stamp to all designs, specifications, reports, contracts and other documents pertaining to the practice of architecture which have been prepared by the member or licensee, or under the direct supervision of the member or licensee.
- 15(5) Every person authorized to practice architecture under this Act who fails to sign and affix their stamp to a final construction document, as required by this section, is guilty of professional misconduct. (*Architects Act*)

NSAA

- ³² Every licensed architect must have a seal of a design authorized by the regulations, and shall bear the name of the licensed architect and the words "licensed architect, Nova Scotia Association of Architects".
- ³³ All technical submissions prepared by a licensed architect, or under the architect's responsible control, shall be sealed with the seal of the licensed architect and signed by the licensed architect, signifying that the licensed architect was in responsible control of the content of the technical submissions and has applied the required standard of care.
- ³⁴ No licensed architect may sign or seal technical submissions unless prepared by or under the responsible control of the architect, except that
 - (a) the architect may sign or seal those portions of the technical submissions that were prepared by or under the responsible control of persons who are licensed under this Act if the architect has reviewed and adopted in whole or in part such portions and has either co-ordinated their preparation or integrated them into the architect's work; and
 - (b) the architect may sign or seal those portions of the technical submissions that are not required by this Act to be prepared by or under the responsible control of an architect if the architect has reviewed and adopted in whole or in part such submissions and integrated them into the architect's own work.

NSAA (Cont.)

³⁵ Any licensed architect signing or sealing technical submissions not prepared by that architect, but prepared under that architect's responsible control by persons not regularly employed in the office where the architect is resident, shall maintain and make available to the Board upon request for at least five years following such signing and sealing, adequate and complete records demonstrating the nature and extent of the architect's control over and detailed knowledge of such technical submissions throughout their preparation.

AAPEI

16. (3) Every member or licensee practicing architecture in Prince Edward Island in his own name shall sign and affix his stamp to all final designs or construction documents which have been prepared by such person or under the supervision of such person.
- (4) Every proprietorship, partnership or corporation practicing architecture in Prince Edward Island shall affix its stamp to all designs which have been prepared by the proprietorship, partnership or corporation, and have such designs signed by a member or licensee designated on the certificate of practice.
- (5) Every person authorized to practice architecture under this Act who fails to sign and affix their stamp to a final design or construction document, as required by this section, is guilty of professional misconduct.
(Architects Act)

NLAA/ALBNL

- 6.(1) A seal or stamp issued by the board under the Act shall contain a space where the *architect* shall write in the licence expiry date each time the seal or stamp is applied.
- (2) An *architect* shall immediately return all seals or stamps issued to the *architect* to the board when
 - (a) the *architect* no longer holds a licence; or
 - (b) as a result of a disciplinary action, the *board* cancels the seal or stamp.
- (3) An *architect* shall apply his or her seal or stamp to a document that is required by authorities having jurisdiction to issue building permits or regulatory approvals.
- (4) A document that is a draft document or a "work-in-progress" shall be clearly marked "draft", "work-in-progress" or with another similar term.
- (5) An *architect* shall only seal or stamp documents where
 - (a) they are prepared by the *architect*;
 - (b) they are prepared by persons under the *architect's responsible control*;
 - (c) they contain limited parts of a design prepared by another architect where the sealing or stamping *architect* has reviewed the other *architect's* work and either has coordinated the preparation of the work or has integrated the work into his or her own technical submissions;
 - (d) they are prepared by another *architect* licensed in another jurisdiction recognized by the *board* where
 - (i) the sealing or stamping *architect* has reviewed the other *architect's* work and has integrated the work into his or her own document, and
 - (ii) the other *architect's* documents are prototypical building documents;
 - (e) the name of the *architect* or, in the case of architectural services being provided by a firm, partnership or corporation, its name is prominently displayed in the document and identified as the "*Architectural Consultant*"; and

(f) the document being sealed or stamped does not identify another party that could be misconstrued by authorities having jurisdiction or members of the public as a provider of *architectural services* unless the party holds a licence or the firm, partnership or corporation retains an *architect licensed* to provide direct supervision of the offering and provision of architectural services as permitted by subsection 13(2) of the Act.

(6) An *architect* may seal or stamp drawings, specifications or other work related to the provision of architectural services that are exempt under section 35 of the Act where the *drawings, specifications or other work meets the requirements of subsection (5)*.

(7) A registered *architect* sealing or stamping documents not prepared by that *architect* but prepared under the *architect's responsible control* by another person, shall maintain and make available to the *board* upon request for at least 5 years following the sealing and stamping, adequate and complete records demonstrating the nature and extent of the *architect's* control over and detailed knowledge of those documents throughout their preparation.

(8) An *architect* sealing or stamping documents integrating the work of another *architect* into the *architect's* own work that are permitted under paragraph (5) (c) or (d) shall maintain and make available to the *board* upon request for at least 5 years following the sealing or stamping, adequate and complete records demonstrating the nature and extent of the *architect's* review of and integration of the work of the other *architect* into his or her own documents, and that the review and integration met the required professional standard of care.

(9) An *architect* may make application to the *board* and the *board* may grant permission to an *architect* to seal or stamp documents prepared under the responsible control of another *architect* who is no longer permitted or able to seal or stamp documents, subject to terms set by the *board*.

(10) An *architect* shall apply his or her seal or stamp only to documents pertaining to *architectural* projects.

(Regulations)

89.(c) The stamp shall be affixed to a document only when the professional taking responsibility is satisfied that the work has been completed to an acceptable standard. The responsible professional shall sign across the imprint of the stamp and indicate the date of the signature.

89.(g) The permit stamp shall be affixed to a document only after the professional or professionals taking responsibility have affixed their personal stamps. The officer or employee, so authorized by the Permit Holder, shall affix the stamp, sign across the imprint of the stamp and indicate the date of the signature.

(By-Laws)

NLAA/ALBNL (Cont.)

NWTAA