

Which Architectural Documents must be Stamped and Why?

The Board issues stamps to license holders as a means to signify to Permitting Authorities and the General Public that the architectural document has been prepared under the direct supervision of an Architect. This is by far the easiest means for these two groups to know that the person preparing or supervising the preparation of the document has:

- (1) met minimum qualifications,
- (2) was insured when the documents were prepared,
- (3) is held accountable for their practice by the Board, and
- (4) holds a license required by provincial legislation.

The stamp does not signify a point in time when the Architect assumes responsibility for the document’s content, as the Architect is responsible for all his or her work, whether stamped or not.

Until an architectural document is ready to be issued or released, the Act requires it be stamped “Draft” or similar wording.

As long as architectural documents required are stamped with the professional seal or marked “Draft” then Permitting Authorities and the General Public can assume all other architectural documents are illegitimate, with a few exceptions for detached and semi-detached housing and smaller projects. Examples of architectural documents that must be stamped with the professional seal or marked “draft” include:

- Architectural drawings, including renderings and supporting architectural documents, issued to Permitting Authorities for their approval-in-principle.
- Architectural specifications.*
- Architectural drawings, including design and construction drawings.
- Architectural sketches and documents issued for use or to Permitting Authorities.
- Architectural reports, including feasibility, concept, design development reports.

License holders may wish to develop drawing title sheets and report templates within their office that contain the word “Draft”, which stays in place until such time as these documents are stamped.

*License holders may choose to stamp the cover sheet or a Project Manual’s Table of Contents. Some license holders may also wish to specifically identify which spec sections they authored with a special designation in the Table of Contents or in the spec section, or provide a separate listing of the applicable spec sections.

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Applicable Excerpts from the ACT:

37. (1) An Architect licensed under this Act shall have a seal or stamp, containing the name of the Architect and the words "Member Newfoundland and Labrador Association of Architects", with which the Architect shall seal or stamp all working drawings, final drawings, specifications, plans, reports and other documents involving the provision of architectural services issued from his or her office.

Applicable Excerpts from the REGULATIONS:

6. (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
 - (ii) integrated the work into his or her own document, and
 - (iii) 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) .

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- (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.