2664 Riva Road
Annapolis MD 21401
www.aacounty.org/ip
Phone: (410) 222-7790

Signing and Sealing Requirements of Anne Arundel County

Commercial Architectural Documents:

All architectural documents prepared in connection with the addition, alteration, construction, or design of a building, an integral part of a building, or a group of buildings which are intended for public use shall be signed, sealed, and dated by a Maryland licensed architect in accordance with the Maryland Business Occupations and Professions Code §3-501.

Documents are not required to be signed and sealed by a licensed architect in connection with the alteration or repair of an existing building or structure if the alteration or repair: does not exceed $ 5,000 in estimated costs, including labor and materials; is limited to interior alterations or repairs, storefronts or facades , fixtures, cabinetwork or furniture, exterior stairways, landings, decks, and ramps; and does not adversely affect the structural system of the building, including foundations, footings, walls, floors, roofs, bearing partitions, beams, columns, joists, or the mechanical, electrical, or plumbing systems in accordance with the Maryland Business Occupations and Professions Code §3-501.

The code official may require that architectural documents for alterations or repairs of existing buildings or structures be signed and sealed by a licensed architect if the code official determines that the signature and seal of a licensed architect is necessary to provide for the health and safety of the public or where special conditions exist in accordance with the Maryland Business Occupations and Professions Code §3-501, Annotated Code of Maryland and the International Building Code §106.1 as amended by the Anne Arundel County Code.

The signing and sealing of the documents shall be by a licensee who is competent in the subject matter of those documents by virtue of education or experience, or both and who personally prepared the documents or approved the documents per Code of Maryland Regulations §09.21.02.03.

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 -------." per Code of Maryland Regulations §09.21.02.04.

Commercial Engineering Documents:

Any engineering plan, specification, or report submitted shall be signed, sealed, and dated by a Maryland professional engineer in accordance with the Maryland Business Occupations and Professions Code §14-4A-02.

The signing and sealing of the documents shall be by a licensee who is competent in the subject matter of those documents by virtue of education or experience, or both and who personally prepared the documents or approved the documents per Code of Maryland Regulations §09.23.03.09.

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 professional engineer under the laws of the State of Maryland, license number ------, expiration date -------." per Code of Maryland Regulations §09.23.03.10.

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Residential Documents:

All architectural documents prepared in connection with the addition, alteration, construction, or design of a building, an integral part of a building, or a group of buildings which are intended for residential use shall be signed, sealed, and dated by a Maryland licensed architect in accordance with the Maryland Business Occupations and Professions Code §3-501.

Documents are not required to be signed and sealed by a licensed architect where a developer, builder, or contractor provides design services related to the developer's, builder's, or contractor's own construction of new or existing single-family or two-family dwellings, or structures ancillary to them, or farm buildings. Or where an individual prepares plans, drawings, and other documents in connection with the addition, alteration, construction, design, or repair of a single-family dwelling and appurtenances that are for the personal use of that individual or a member of the immediate family of that individual per the Maryland Business Occupations and Professions Code §3-501.

Where special conditions exist, the Code Official is authorized to require additional construction documents to be prepared by a registered design professional; and all residential plans submitted for "plans on file" must be signed and sealed by a design professional registered in the State of Maryland per the International Residential Code §106.1 as amended by the Anne Arundel County Code.

Fire Sprinkler Shop Drawings:

All submitted plans shall include the designated qualified individual's original signature, NICET level, certification number, and expiration date; or the original signature and seal of a professional engineer who is registered in Maryland per the Maryland State Fire Prevention Code §.04, Paragraph L (2).

Fire Alarm Shop Drawings:

All submitted plans shall identify the system designer and include their registration, licensing, or certification per NFPA 72; 10.5.1.

All Other Shop Drawings:

Where special conditions exist, the Code Official is authorized to require additional construction documents to be prepared by a registered design professional per the International Building Code §106.1 as amended by the Anne Arundel County Code.