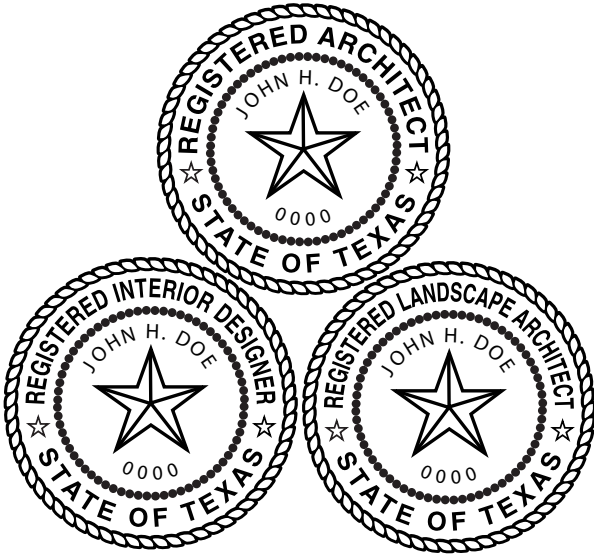


The seal can be either a rubber stamp, impression seal, or electronic as long as it will produce a clearly visible and legible image of the seal when copied or reproduced.

The design of the seal must be the same as the design of the sample seal shown here except the name of the registrant and the registrant's registration number must be substituted for the name and registration number shown.

The diameter of the seal must be no smaller than one and one-half (1.5) inches.



# TEXAS Board of Architectural Examiners

Architects • Interior Designers • Landscape Architects

[www.tbae.state.tx.us](http://www.tbae.state.tx.us)



**TEXAS** Board of  
Architectural Examiners

Architects • Interior Designers • Landscape Architects

Using your professional seal  
March 2008

333 Guadalupe Street  
Suite 2-350  
Austin, TX 78701-3942  
PO Box 12337-2337  
Austin, TX 78711-2337  
(512) 305-9000 Phone  
(512) 305-8900 Fax

[www.tbae.state.tx.us](http://www.tbae.state.tx.us)

# Using your seal...

Architects, landscape architects, and interior designers in Texas are required to seal, sign, and date construction documents that they prepare or which are prepared under their supervision and control for use in Texas that are issued for regulatory approval, permitting, or construction. The primary reason for affixing the seal to construction documents is to assure the reader that the documents are to be used for one of those three purposes.

Some important things to remember when using the seal:

- » The registrant's seal and signature and the date of signing must be affixed in a manner that is clearly visible and legible.
- » The image of the seal must be of the same design as that shown in the seal rules. The signature must be that of the design professional who sealed the document.
- » Electronic seals and signatures are permitted.
- » Drawings and specifications included in addenda, change orders, construction change directives, and other supplemental documents must be sealed/signed/dated.

- » If specifications are issued in a bound grouping that includes a table of contents or index listing each specification, the seal/signature/date must be placed in at least one conspicuous location on the bound document.
- » Any individual specification sheet that is issued separately (not in a bound grouping) must be sealed/signed/dated individually.
- » If an architect, landscape architect, or interior designer issues a construction document NOT intended for regulatory approval, permitting, or construction, the following information is required to be printed on the document:
  - » the architect's, landscape architect's, or interior designer's name
  - » the date the document is issued
  - » the statement: "Not for regulatory approval, permitting, or construction."
- » In a feasibility study, only the drawing(s) and specification(s) included in the feasibility study must be signed/sealed/dated if issued for regulatory approval, permitting,

or construction. Alternatively, if the drawings and specifications in a feasibility study are not to be used for regulatory approval, permitting or construction, the drawings and specifications must be marked with:

- » the architect's, landscape architect's, or interior designer's name
- » the date the document is issued
- » the statement: "Not for regulatory approval, permitting, or construction."
- » Registrants are no longer required to include their registration expiration dates when sealing and signing construction documents.
- » Once a construction document bearing an architect's, landscape architect's, or interior designer's seal is issued, the seal may not be removed.

The complete text of the seal rules is available on the board's Web site, [www.tbae.state.tx.us](http://www.tbae.state.tx.us) (see subchapter F of the rules) or you may contact our office at 512.305.8544 to request a copy.