



NEVADA STATE BOARD OF ARCHITECTURE, INTERIOR DESIGN & RESIDENTIAL DESIGN

2080 E. Flamingo Rd., Suite 120
Las Vegas, NV 89119

(702) 486-7300 – phone
(702) 486-7304 – fax
nsbaidrd@nsbaidrd.nv.gov

**Nevada State Board of Architecture,
Interior Design & Residential Design**

New Electronic Stamping Regulations

Registrants must...

- Still seal/stamp, sign and date every page.
- Still have responsible control over documents affixed with their seal/stamp and signature.

What is allowed? Registrants may...

- Seal, sign and date their documents electronically.
- Seal, sign and date their documents by hand.
- Seal, sign and date their documents by hand and electronically (i.e. seal and date electronically, sign by hand)
- Affix their signature and/or date with a rubber stamp.
- Submit copies of their original documents to the building department, but the copies MUST be legible.

Using the Electronic Sealing Regulations

From Spring 2006 'Focus' Newsletter

At the March 8 board meeting the NSBAIDRD passed new regulations that will allow registrants to sign, seal and date plans, specifications and documents electronically. These regulations should go into effect by the end of June; the effective date will be posted on the board Web site once it is set by the Secretary of State.

The regulations do not require electronic sealing; they merely offer the option to registrants who choose to use the technology. Registrants may continue to hand-stamp, sign and date plans. Registrants may also choose a combination of electronic and original seals and signatures. For example, a registrant may electronically seal a document, apply the date electronically and sign the plans with his original signature.

As with the current rubber stamps and embossed seals, it is the responsibility of each registrant to secure his electronic seal to ensure it is not affixed to documents not prepared by him or under his responsible control. Further, the registrant may want to apply safety measures to guard against files being altered after his electronic seal has been applied. There are various technological safeguards available for file security, including some programs that protect a document from being modified, or clearly indicate when modifications have occurred. The board has not put any requirements in place, instead allowing each registrant to decide the proper safeguards for his seal and his practice.

The design of the seal remains the same. Electronic seals should be of the same image used on the current stamps. The specifications of the seal are outlined in NAC 623.750-760.

Per NAC 623.766, each sheet of each set of plans submitted to a public authority must contain the registrant's wet stamp or electronic seal, signature and date. This requirement for a stamp, signature and date remains the same as current requirements.

The new regulations pave the way for building departments to begin allowing electronic submittal of plans. To date, the board is not aware of any Nevada building departments able to accept plans electronically, though it is aware that some agencies are moving in that direction.

Registrants are encouraged to contact the board office at (702) 486-7300 with any questions regarding implementation of the new electronic sealing regulations.

Board Answers Questions About Electronic Seals

From Summer 2006 'Focus' Newsletter

As many registrants begin to take advantage of the new allowance for electronic sealing and signing of documents, a handful of questions have emerged about what is acceptable and what is not.

At the August meeting, board members again emphasized that registrants may choose to electronically seal, sign and date their documents; the new regulations do not require electronic sealing. Registrants who do not want to electronically seal, sign and date documents may continue to hand-stamp, sign and date plans. Likewise, registrants may use a combination of electronic and hand/original stamp or seal, signature and date. For example, a registrant may electronically apply his seal and date, and sign the documents by hand.

Board members said that the new regulations also allow registrants to submit copies of their original documents to the building departments and other governmental bodies. For example, a registrant may choose to print the original documents and apply his stamp, signature and date by hand. The registrant may then take those originals and make copies for submission to the building department.

Board members said that the new regulations also allow registrants to use a stamp to apply their signature and date.

Board members stressed that it is still the registrant's responsibility to protect his seal and signature. As with the rubber stamps and embossed seals, each registrant must ensure that his electronic seal and signature are not affixed to documents not prepared by him or under his responsible control. The board is not mandating any particular security system, instead allowing each registrant to determine the proper safeguards and security for his seal and his practice.

Over the coming months, the board will work to educate building officials around the state about the new changes to the stamping requirements. Because the changes are significant, it will take some time for everyone to learn what is and is not acceptable.

Full text of the applicable regulations can be found at nsbaidrd.state.nv.us/Documents/New NAC 0306.htm.

**New Stamping Regulations Passed at the March 8, 2006 Meeting of the
Nevada State Board of Architecture, Interior Design and Residential Design**
Regulations are effective May 4, 2006

NAC 623.750

1. Each architect shall obtain and possess an embossed seal, a seal designed as a rubber stamp or *a seal in electronic format* which complies with the following specifications:
 - (a) The overall diameter of the seal must be approximately 1 7/8 inches.
 - (b) The seal must contain the name of the registrant, his number of registration and conform to the following design:



2. Each plan, specification, report or other document issued by a registrant must be signed and must be sealed or stamped by him *either manually or electronically*.

NAC 623.755

1. Each registered interior designer shall obtain and possess an embossed seal, a seal designed as a rubber stamp *or a seal in electronic format* which must:
 - (a) Be an equilateral triangle, each side of which must be 2 1/2 inches;
 - (b) Contain the name of the registrant and his number of registration; and
 - (c) Conform to the following design:



2. Each plan, specification, report or other document issued by a registrant must be signed and must be sealed or stamped by him *either manually or electronically*.

NAC 623.760

1. Each residential designer shall obtain and possess *an embossed seal, a seal designed as* a rubber stamp *or a seal in electronic format* that complies with the following specifications:
 - (a) The seal must be 1 1/4 by 3 inches.
 - (b) The seal must contain the name of the registrant, his number of registration and conform to the following design:

(Seal of
State)

John J. Public

REGISTERED
RESIDENTIAL DESIGNER

(No. 000)

STATE OF NEVADA

2. Each plan, specification, report or other document issued by a registrant must be signed and must be sealed or stamped by him *either manually or electronically*.

NAC 623.763

1. Each registrant shall validate a stamp or seal *either electronically or manually*. *The seal, signature and date must produce a clearly visible and legible image on any copy or reproduction of the document to which they are affixed.*
2. When a registrant signs, stamps or seals a document containing the work of others, the registrant represents that the entire document has been prepared by him or prepared under his responsible control, unless he includes a written statement adjacent to his signature, stamp or seal identifying the portion of the document that was prepared by him or prepared under his responsible control.
3. A registrant who signs, stamps or seals a document which was not prepared by him but was prepared under his responsible control is subject to disciplinary proceedings pursuant to chapter 623 of NRS for any errors in that document as if he prepared it himself.
4. For the purposes of NRS 623.185, plans, specifications, reports and any other documents which are issued by a registrant with the intent that they be considered as formal or final documents must be stamped with the seal of the registrant before they are delivered to or filed with any public authority.
5. A registrant is not required to stamp the following documents:
 - (a) An as-built plan or record plan;
 - (b) A report that includes observations concerning the progress of the construction of a project; or
 - (c) An estimate of the costs of a project.

NAC 623.766

1. Plans submitted to a public authority must include:
 - (a) The name, address and telephone number of the firm that submits the plans;
 - (b) The name and location of the project for which the plans are submitted;
 - (c) The date the plans were issued for printing; and
 - (d) A statement that indicates whether the plans are preliminary or final.
2. Each sheet *submitted to a public authority* must bear the date, the original *or electronic seal* and signature of the registrant who provided the responsible control under which the work indicated on the sheet was performed.
3. Each set of specifications submitted to a public authority must include a table of contents or cover sheet that:
 - (a) Indicates the professional discipline that is the source of each specification; and
 - (b) Contains the stamp of, and is signed and dated by, each registrant who provided the responsible control under which the work in that professional discipline was performed. *The seal, signature and date may be in original or electronic format.*
4. Each report, study, test result, certification or calculation that is submitted to a public authority must be stamped, signed and dated by the registrant who provided the responsible control under which that report, study, test result, certification or calculation was submitted. *The seal, signature and date may be in original or electronic format.*