



## Nevada State Board of Architecture, Interior Design and Residential Design

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### **NOTICE**

June 2, 2017

To: Nevada Planning Departments  
Nevada architects, registered interior designers, and residential designers

From: Nevada State Board of Architecture, Interior Design and Residential Design

Re: Clarification of What Constitutes the Practice of Architecture

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Part of the Board's mandate to protect the public health, safety and welfare requires that we educate and coordinate with public authorities regarding what constitutes the practice of architecture in Nevada. It has come to the Board's attention that whenever plans are submitted to the planning departments, many planning departments do not require these plans to be signed, stamped, or sealed by the appropriate design professional. Such an interpretation is not in accord with Nevada law or the Board's interpretation and application of it. Rather, the Board holds that all documents that are prepared by design professionals that are submitted to public authorities for review are required to be stamped or sealed in order to certify that the registrant or licensee has satisfied his or her responsibility.

Please note that pursuant 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.

***NAC 623.766 Contents of plans, specifications and certain other documents submitted to public authority.***

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.*

Although we understand that submission of plans to the planning and zoning departments are considered not for construction purposes, because they are long range development reviews, site plan approvals or special use permit submittals, the Board must insist that such work performed does constitute practice of architecture or residential design pursuant to NRS 623.023 and NRS 623.025.

Please share this information with your staff, as public authorities and their employees play an important role in protecting the public. If you become aware of professional incompetence or of a non-registrant performing professional services, please notify the appropriate state board. Please feel free to contact Monica Harrison, Executive Director at the Nevada State Board of Architecture, Interior Design and Residential Design at 702-486-7300 or mharrison@nsbaidrd.nv.gov with any questions.