

**Chapter 196-23 WAC
STAMPING AND SEALS**

Last Update: 4/27/22

WAC

196-23-010 Seals.
196-23-020 Seal/stamp usage.
196-23-040 Use of the title S.E.
196-23-070 Signature.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

196-23-030 Providing direct supervision. [Statutory Authority: RCW 18.43.035. WSR 99-15-050, § 196-23-030, filed 7/15/99, effective 8/15/99.] Repealed by WSR 06-22-034, filed 10/25/06, effective 11/25/06. Statutory Authority: RCW 18.43.035. Later promulgation, see WAC 196-25-070.

196-23-050 Practice by businesses, organizations or public agencies. [Statutory Authority: RCW 18.43.035. WSR 99-15-056, § 196-23-050, filed 7/15/99, effective 8/15/99.] Repealed by WSR 06-22-034, filed 10/25/06, effective 11/25/06. Statutory Authority: RCW 18.43.035. Later promulgation, see WAC 196-25-080.

WAC 196-23-010 Seals. All individuals licensed in accordance with chapter 18.43 RCW must utilize a seal/stamp that conforms to the design as authorized by the board. It is the responsibility of the licensee to maintain control over the use of his/her stamp/seal. The impression or image of the seal/stamp must conform to the below-illustrated design and be of a size that assures full legibility of the following required information:

- (1) State of Washington;
- (2) Registered professional engineer or registered professional land surveyor;
- (3) Certificate number;
- (4) Licensee's name as shown on wall certificate.



[Statutory Authority: RCW 18.43.035. WSR 08-10-009, § 196-23-010, filed 4/24/08, effective 7/1/08; WSR 06-22-036, § 196-23-010, filed 10/25/06, effective 11/25/06; WSR 99-15-058, § 196-23-010, filed 7/15/99, effective 8/15/99.]

WAC 196-23-020 Seal/stamp usage. The use of the seal/stamp must be in accordance with chapter 18.43 RCW or as otherwise described herein:

- (1) Final documents are those documents that are prepared and distributed for filing with public officials, use for construction, final agency approvals or use by clients. Any final document must contain the seal/stamp, signature and date of signature of the licensee

who prepared or directly supervised the work. For the purpose of this section "document" is defined as plans, specifications, plats, surveys, land descriptions as defined in WAC 332-130-020, reports, and as-built documents prepared by the licensee.

(2) Preliminary documents are those documents not considered final as defined herein, but are released or distributed by the licensee. Preliminary documents must be clearly identified as "PRELIMINARY" or contain such wording so it may be differentiated from a final document. Preliminary documents must be stamped, but need not be signed or dated by the licensee.

(3) Plan sets: Every page of a plan set must contain the seal/stamp, signature of the licensee(s) who prepared or who had direct supervision over the preparation of the work, and date of signature.

(a) Plans/plats containing work prepared by or under the direct supervision of more than one licensee should be sealed/stamped and dated by each licensee and shall clearly note the extent of each licensee's responsibility.

(b) As provided for in subsections (1) and (2) of this section, each page of a plan set must contain the seal/stamp of the licensee who prepared or who had direct supervision over the preparation of the work.

(c) Plan/plat sheets containing and/or depicting background and/or supporting information that is duplicated from other plans need only be sealed/stamped by the licensee(s) who prepared or was in direct supervision of the design. The origin of the background information shall be noted on the plan sheet.

(d) All design revisions to final plan/plat sheets shall clearly identify on each sheet the revisions made and shall contain the name and seal of the licensee and signature of the licensee with the date the sheet was sealed.

(4) Specifications: Specifications that are prepared by or under the direct supervision of a licensee shall contain the seal/stamp, signature of the licensee and the date of signature. If the specifications prepared by a licensee are a portion of a bound specification document that contains specifications other than that of an engineering or land surveying nature, the licensee need only seal/stamp that portion or portions of the documents for which the licensee is responsible. Nothing herein should be construed to require that each page of an engineering or land surveying specification be sealed/stamped by the licensee.

(5) Document review: When a licensee is required to review work prepared by another professional engineer or land surveyor, the reviewing licensee shall fully review those documents. If required, the licensee shall prepare a report that discusses the findings of the review with any supporting calculations and sketches. The reviewing licensee would then seal/stamp, sign and date the report. The report would make reference to and/or be attached to the subject document(s) reviewed.

[Statutory Authority: RCW 18.43.035. WSR 22-10-034, § 196-23-020, filed 4/27/22, effective 5/28/22; WSR 08-10-009, § 196-23-020, filed 4/24/08, effective 7/1/08; WSR 06-22-036, § 196-23-020, filed 10/25/06, effective 11/25/06; WSR 99-15-055, § 196-23-020, filed 7/15/99, effective 8/15/99.]

WAC 196-23-040 Use of the title S.E. Only professional engineers who have completed the state of Washington's requirements for licensure in structural engineering are permitted to use the title of S.E. when representing his or her licensing credential, as in, *James Smith, P.E., S.E.* Use of the title S.E. by any individual who is not licensed in structural engineering as provided in chapter 18.43 RCW, is subject to disciplinary action by the board in accordance with chapter 18.43 RCW and/or chapter 18.235 RCW.

[Statutory Authority: RCW 18.43.035. WSR 06-22-035, § 196-23-040, filed 10/25/06, effective 11/25/06.]

WAC 196-23-070 Signature. The terms "signature or signed," as used in chapter 18.43 RCW and/or Title 196 WAC, means the following:

(1) A handwritten identification or a digital representation of your handwritten identification that represents the act of putting your name on a document to attest to its validity. The handwritten or digital identification must be:

(a) Original and written by hand, or a scanned image of an original, handwritten identification;

(b) Permanently affixed to the document(s) being certified;

(c) Applied to the document by the identified licensee; and

(d) Placed directly over the seal/stamp of the licensee.

(2) A digital identification that is an electronic authentication process attached to or logically associated with an electronic document. The digital identification may include a scanned or digitized signature. The digital identification must be:

(a) Unique to the licensee using it;

(b) Capable of independent verification;

(c) Under the exclusive control of the licensee using it; and

(d) Linked to a document in such a manner that the digital identification is invalidated if any data in the document is changed.

[Statutory Authority: RCW 18.43.035, 18.210.050, and 18.210.060. WSR 18-22-076, § 196-23-070, filed 11/2/18, effective 12/3/18. Statutory Authority: RCW 18.43.035. WSR 08-10-009, § 196-23-070, filed 4/24/08, effective 7/1/08; WSR 06-22-036, § 196-23-070, filed 10/25/06, effective 11/25/06. Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-23-070, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW 18.43.035. WSR 01-09-017, § 196-23-070, filed 4/6/01, effective 5/7/01.]