



# RULE-MAKING ORDER

(RCW 34.05.360)

CR-103 (7/10/97)

Agency: Department of Licensing

- Permanent Rule
- Emergency Rule
- Expedited Adoption
- Expedited Repeal

(1) Date of adoption: June 22, 1999

(2) Purpose: Amend the rule to more clearly define "final documents", "preliminary documents", "plan sets", and "specifications, and describe when and how the seal/stamp must be affixed to those documents. Add a new category called "document review" which the seal/stamp must also be affixed to. Repeal the amended rule, WAC 196-24-097 from chapter 196-24 WAC and move it to the new chapter 196-23 WAC titled Stamping and Seals. The rules' new section number is WAC 196-23-020.

(3) Citation of existing rules affected by this order: WAC 196-24-097

Repealed: 1  
 Amended: 4 *in 201*  
 Suspended:

(4) Statutory authority for adoption: RCW 18.43.035

Other Authority:

### PERMANENT RULE ONLY (Including EXPEDITED ADOPTION)

Adopted under notice filed as WSR 99-10-085 on May 4, 1999 (date).  
 Describe any changes other than editing from proposed to adopted version: None

### EMERGENCY RULE ONLY

Under RCW 34.05.350 the agency for good cause finds:

- (a) That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
- (b) That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

### EXPEDITED REPEAL ONLY

Under Preproposal Statement of Inquiry filed as WSR \_\_\_\_ on \_\_\_\_ (date)

(5.3) Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?:

- Yes  No If Yes, explain:

(6) Effective date of rule:

- |  |  |
|--|--|
| <b>Permanent Rules<br/>or Expedited Repeal</b>           | <b>Emergency Rules</b>                             |
| <input checked="" type="checkbox"/> 31 days after filing | <input type="checkbox"/> Immediately               |
| <input type="checkbox"/> Other (specify) _____*          | <input type="checkbox"/> Later (specify) . . . . . |

\*(If less than 31 days after filing, specific finding in 5.3 under RCW 34.05.380(3) is required)

Name (Type or Print)

George A. Twiss

Signature

*George A. Twiss*

Title  
Executive Director

Date  
July 15, 1999

### CODE REVISER USE ONLY

TIME 4:38  
 99-15055

**Note: If any category is left blank, it will be calculated as zero.  
No descriptive text.**

Count by whole WAC sections only, from the WAC number through the history note.  
A section may be counted in more than one category.

**The number of sections adopted in order to comply with:**

<b>Federal statute:</b>	New	.....	Amended	.....	Repealed	.....
<b>Federal rules or standards:</b>	New	.....	Amended	.....	Repealed	.....
<b>Recently enacted state statutes:</b>	New	.....	Amended	.....	Repealed	.....

**The number of sections adopted at the request of nongovernmental entity:**

New	.....	Amended	.....	Repealed	.....
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**The number of sections adopted in the agency's own initiative:**

New	1	Amended	1 <sup>9</sup> went	Repealed	1
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**The number of sections adopted in order to clarify, streamline, or reform agency procedures:**

New	1	Amended	1 <sup>9</sup> went	Repealed	1
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**The number of sections adopted using:**

<b>Negotiated rule making:</b>	New	.....	Amended	.....	Repealed	.....
<b>Pilot rule making:</b>	New	.....	Amended	.....	Repealed	.....
<b>Other alternative rule making:</b>	New	.....	Amended	.....	Repealed	.....

NEW SECTION

**WAC 196-23-020 Seal/stamp usage.** The use of the seal/stamp shall 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, license expiration date and 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 and reports.

(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 shall be stamped and dated, but need not be signed by the licensee.

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

(a) Plans/plats containing work prepared by or under the direct supervision of more than one licensee shall be sealed/stamped 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 and may contain the signature of the licensee depending on whether the plan set is final or preliminary.

(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 on that plan sheet. Whenever possible, the origin of the background information should be noted on the plan sheet.

(d) All design revisions to final plan/plat sheets shall be performed by qualified licensees and shall be done in accordance with the provisions of RCW 18.43.070. The revised 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 licensee with the date the revision was made.

(4) Specifications: Specifications that are prepared by or under the direct supervision of a licensee shall contain the seal/stamp and signature of the licensee. 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 and shall prepare a report that discusses the findings of the review with any supporting calculations and sketches. The reviewing licensee would then seal/stamp and sign the report. The report would make reference to and/or be attached to the subject document(s) reviewed.

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 196-24-097

Seal/stamp usage.