

## Chapter 196-25 WAC BUSINESS PRACTICES

Last Update: 12/14/22

### WAC

|            |   |
|------------|---|
| 196-25-001 | Purpose.  |
| 196-25-002 | Definitions.  |
| 196-25-003 | Business licenses.  |
| 196-25-005 | Corporation and LLC certificates of authorization.        |
| 196-25-010 | Applications for certificates of authorization.           |
| 196-25-040 | Corporation and limited liability company designees.      |
| 196-25-045 | Changes and renewals.                                     |
| 196-25-046 | Professional service corporation.                         |
| 196-25-047 | Professional limited liability company.                   |
| 196-25-060 | Offer to practice by all businesses.                      |
| 196-25-070 | Providing direct supervision.                             |
| 196-25-080 | Practice by businesses, organizations or public agencies. |

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

|            |   |
|------------|---|
| 196-25-020 | Corporations or joint stock associations. [Statutory Authority: RCW 18.43.035 and 18.43.130. WSR 98-12-053, § 196-25-020, filed 5/29/98, effective 7/1/98.] Repealed by WSR 04-04-001, filed 1/21/04, effective 2/21/04. Statutory Authority: Chapters 18.43 and 18.235 RCW.  |
| 196-25-030 | Limited liability companies. [Statutory Authority: RCW 18.43.035 and 18.43.130. WSR 98-12-053, § 196-25-030, filed 5/29/98, effective 7/1/98.] Repealed by WSR 04-04-001, filed 1/21/04, effective 2/21/04. Statutory Authority: Chapters 18.43 and 18.235 RCW.   |
| 196-25-050 | Branch offices. [Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-25-050, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW 18.43.035. WSR 99-15-053, § 196-25-050, filed 7/15/99, effective 8/15/99.] Repealed by WSR 23-01-052, filed 12/14/22, effective 1/14/23. Statutory Authority: RCW 18.43.035. |
| 196-25-100 | Retired status certificate of registration. [Statutory Authority: RCW 18.43.035. WSR 99-15-052, § 196-25-100, filed 7/15/99, effective 8/15/99.] Repealed by WSR 04-04-001, filed 1/21/04, effective 2/21/04. Statutory Authority: Chapters 18.43 and 18.235 RCW.   |

**WAC 196-25-001 Purpose.** The purpose of this chapter is to provide clarification on how businesses are authorized to provide engineering or land surveying services in Washington and to implement that part of chapter 18.43 RCW related to corporations and limited liability companies offering engineering and land surveying services, as enacted by the 1997 legislature.

[Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-25-001, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW 18.43.035 and 18.43.130. WSR 98-12-053, § 196-25-001, filed 5/29/98, effective 7/1/98.]

**WAC 196-25-002 Definitions. Board.** The Washington state board of registration for professional engineers and land surveyors.

**Business.** A corporation, professional service corporation (PSC), limited liability company (LLC), professional limited liability company (PLLC), partnership or sole proprietorship that is practicing or offering to practice, engineering or land surveying or both in this state.

**Certificate of authorization.** A certificate issued by the board, pursuant to chapter 18.43 RCW, to a corporation or limited liability company (LLC), authorizing it to practice engineering or land surveying or both in this state. (Note: This is a different certificate than the certificate of authorization that may be filed with the secretary of state.)

**Designee, designated engineer, designated land surveyor.** A currently registered professional engineer designated by a corporation or LLC to be in responsible charge of engineering activities for the corporation or LLC in Washington, or, a currently registered professional

land surveyor designated by a corporation or LLC to be in responsible charge of land surveying activities for the business in Washington.

**Employee.** A person in the service of another under any contract of hire, expressed or implied, oral or written, where the employer has the right to control and direct the employee in the material details of the scope, schedule, and location of employment.

**Professional engineer.** A person registered by the board under chapter 18.43 RCW to practice engineering in this state.

**Professional land surveyor.** A person registered by the board under chapter 18.43 RCW to practice land surveying in this state.

**Responsible charge.** To be in responsible charge means to have the authority to make all engineering or land surveying decisions pertaining to engineering or land surveying activities in the state of Washington on behalf of a corporation or LLC. RCW 18.43.130 (8)(b) and (10)(b).

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-002, filed 12/14/22, effective 1/14/23; WSR 05-17-053, § 196-25-002, filed 8/9/05, effective 9/9/05. Statutory Authority: RCW 18.43.035 and 18.43.130. WSR 98-12-053, § 196-25-002, filed 5/29/98, effective 7/1/98.]

**WAC 196-25-003 Business licenses.** Businesses must obtain a business license from the department of revenue prior to offering services to the public pursuant to chapter 82.32 RCW.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-003, filed 12/14/22, effective 1/14/23.]

**WAC 196-25-005 Corporation and LLC certificates of authorization.** Corporations and limited liability companies that offer engineering or land surveying services must obtain from the board a certificate of authorization to practice engineering or land surveying or both in the state of Washington.

Corporations and LLCs must be registered with the secretary of state and the department of revenue and have a unified business identifier (UBI) number prior to applying for a certificate of authorization.

Professional service corporations and professional limited liability companies, sole proprietorships, and partnerships are exempt from applying for certificates of authorization.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-005, filed 12/14/22, effective 1/14/23. Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-25-005, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW 18.43.035 and 18.43.130. WSR 98-12-053, § 196-25-005, filed 5/29/98, effective 7/1/98.]

**WAC 196-25-010 Applications for certificates of authorization.** All applications by corporations and LLCs for certificates of authorization must be completed on forms provided by the board and submitted to the offices of the board. A complete application requires the following: Payment of the appropriate fee as listed in chapter 196-26A WAC; affidavit of designated professional engineer and/or land survey-

or; and, a copy of resolution naming the designated engineer, or land surveyor, or both.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-010, filed 12/14/22, effective 1/14/23. Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-25-010, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW 18.43.035 and 18.43.130. WSR 98-12-053, § 196-25-010, filed 5/29/98, effective 7/1/98.]

**WAC 196-25-040 Corporation and limited liability company designees.** (1) Each corporation or LLC must designate a registered engineer or land surveyor respectively to be in responsible charge.

(2) If the business offers both engineering and land surveying services, there must be a designee for each profession. If a person is licensed in both engineering and land surveying, that person may be designated for both professions.

(3) An affidavit must be signed by the designee(s) stating that they know they have been designated by the corporation or LLC as being in responsible charge for the engineering and/or land surveying activities in the state of Washington.

(4) The designated engineer and/or designated land surveyor must be an employee of the corporation or LLC.

(5) No person may be the designated engineer or designated land surveyor at more than one corporation or LLC at any one time.

(6) When there is a change in the designee(s), the business must notify the board in writing no later than 30 days after the effective date of the change and submit a new affidavit.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-040, filed 12/14/22, effective 1/14/23; WSR 05-17-053, § 196-25-040, filed 8/9/05, effective 9/9/05; WSR 99-15-057, § 196-25-040, filed 7/15/99, effective 8/15/99. Statutory Authority: RCW 18.43.035 and 18.43.130. WSR 98-12-053, § 196-25-040, filed 5/29/98, effective 7/1/98.]

**WAC 196-25-045 Changes and renewals.** (1) If the business changes its name with the secretary of state, the business must notify the board within 30 days of the name change.

(2) At the time of renewal, the corporation or limited liability company must have a current license with the secretary of state and the department of revenue.

(3) The filing of the resolution shall not relieve the business of any responsibility or liability imposed upon it by law or by contract. Any corporation or LLC that is certified under chapter 18.43 RCW and this chapter is subject to the authority of the board as provided in RCW 18.43.035 18.43.105, 18.43.110, and 18.43.120.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-045, filed 12/14/22, effective 1/14/23.]

**WAC 196-25-046 Professional service corporation.** (1) Professional service corporations lawfully organized under chapter 18.100 RCW are not required to obtain certificates of authorization under this chapter.

(2) All engineering services provided by a professional service corporation, must be provided by a duly licensed professional engineer pursuant to RCW 18.100.060.

(3) A registered engineer may own stock in and render individual professional services through only one professional service corporation at any time pursuant to RCW 18.100.050(2).

(4) The standards of professional conduct for engineers under chapter 18.43 RCW and this Title 196 WAC apply to any professional services performed by a PSC or its individual member licensees pursuant to RCW 18.100.070.

(5) A PSC that performs engineering services must comply with chapters 18.43 and 18.100 RCW.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-046, filed 12/14/22, effective 1/14/23.]

**WAC 196-25-047 Professional limited liability company.** (1) A group of licensed professional engineers or land surveyors legally authorized to render the same professional services within this state may form and become members of a professional limited liability company for the purposes of rendering professional engineering or land surveying pursuant to RCW 25.15.046.

(2) A professional limited liability company and its members are subject to all the provisions of chapter 18.100 RCW.

(3) No engineering or land surveying services may be performed by a PLLC unless those services are performed by a licensed engineer or land surveyor, respectively.

(4) Formation of a professional limited liability company under RCW 25.15.046 does not restrict the application of the Uniform Disciplinary Act under chapter 18.235 RCW.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-047, filed 12/14/22, effective 1/14/23.]

**WAC 196-25-060 Offer to practice by all businesses.** The offer to practice or provide engineering or land surveying services to the public must be made by or under the direct supervision of a licensee qualified to offer said services under the provisions of chapter 18.43 RCW.

The practice of engineering or land surveying by a partnership offering engineering or land surveying services must employ at least one licensed engineer or land surveyor that can provide professional services and/or direct supervision over said services.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-060, filed 12/14/22, effective 1/14/23; WSR 99-15-054, § 196-25-060, filed 7/15/99, effective 8/15/99.]

**WAC 196-25-070 Providing direct supervision.** Direct supervision by a licensee is described as follows:

(1) Maintaining control over those decisions that are the basis for the findings, conclusions, analyses, rationale, details, and judgments required for the preparation of engineering or land surveying plans, specifications, plats, surveys, land descriptions as defined by

WAC 332-130-020, reports, as-built documents prepared by the licensee, and related activities.

(2) Requires providing personal direction, oversight, inspection, observation and supervision of the work being certified.

(3) These actions may include, but are not limited to: Direct face-to-face communications; written communications; U.S. mail; electronic mail; facsimiles; telecommunications, or other current technology.

(4) Contractual or employment relations must be in place between the licensee and unlicensed preparer to qualify as direct supervision.

(5) Mentoring is not direct supervision. Reviewing documents as defined by WAC 196-23-020, after preparation without involvement in the design and development process as described above cannot be accepted as direct supervision.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-070, filed 12/14/22, effective 1/14/23; WSR 10-05-017, § 196-25-070, filed 2/4/10, effective 3/7/10; WSR 06-22-033, § 196-25-070, filed 10/25/06, effective 11/25/06. Formerly WAC 196-23-030.]

**WAC 196-25-080 Practice by businesses, organizations or public agencies.** When a business, organization or public agency offers or performs engineering or land surveying services as defined in RCW 18.43.020, the business, organization or public agency shall perform its duties and responsibilities in the same manner as an individual, in accordance with RCW 18.43.130 (8)(f) and (10)(f), chapters 18.43, 18.100, and 18.235 RCW, and other applicable statutes and rules.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-080, filed 12/14/22, effective 1/14/23; WSR 06-22-033, § 196-25-080, filed 10/25/06, effective 11/25/06. Formerly WAC 196-23-050.]