Red Flags
Watch out for these issues:
• Architectural sheets sealed by an engineer
• Engineering sheets sealed by an architect
• Plans sealed by an unlicensed person, architect or engineer
• Plans sealed by an engineer of an unauthorized firm (one without a COA)
• Incomplete documents sealed without a disclaimer
• Plans that have not been sealed, signed (dated) by the licensee(s)
• Prototypical, standard plans that do not bear the seal of the WV licensee and disclaimer
• Seals that appear to be cut and pasted
• Contact person is not the licensee or it is difficult to contact the licensee
• Plans, details, letters, reports, etc. do not appear to apply to the project
• Plans have numerous or serious code violations
• Non-dated revisions
• Revisions or changes missing seal, signature (date)
• Plans which do not list the name of the architect or engineer involved and the name of his/her firm.

What to do?
• Question the professional as to circumstances and qualifications
• Get the issue corrected
• Reject the documents
• Contact the appropriate licensing board
• File a complaint with the appropriate licensing board

Engineering Addendum:
Are the services of a registered professional engineer required for single family residential structures?
Single family residences do not normally require the design services of professional (structural) engineers except for some large custom designed homes where the owner requests the services or the spans are too large for typical code-specified framing to work. Generally the only times a structural engineer will become involved in a single family residence are as follows:
• Where there is a problem with the foundation or framing of the house, such as storm damage, soil movements, or unusual deflections and damages in the architectural finishes.
• When an existing house is being sold and the mortgage company is looking for someone to identify and describe the various structural movements and damages that have occurred in the structure, as well as provide some recommendations of what should be done to eliminate the problems.
• When the design of the house involves a structural system which is outside of the typical structural framing and foundation systems specified in the residential building code or when the building code requires engineering services.

Whom may I contact?
- West Virginia Board of Architects
  P.O. Box 9125, Huntington, WV 25704-0125
  (304) 528-5825
  www.wvbrdarch.org
- West Virginia State Board of Registration for Professional Engineers
  300 Capitol Street, Suite 910, Charleston, WV 25301
  (304) 558-3554
  www.wvpebd.org

What WV laws govern the Architect and Professional Engineers boards?
- §30-12 et seq. – WV State Registration Law for Architects
- §2-1 et seq. – Registration of Architects
- §2-2 et seq. – Disciplinary and Complaint Procedures for Architects
- §2-3 et seq. – Fees for Registration of Architects
- §30-13 et seq. – WV State Registration Law for Professional Engineers
- §7-1 et seq. – Legislative Rule for Professional Engineers
- §7-2 et seq. – Procedural Rule for Professional Engineers
- §7-3 et seq. – Interpretive Rule for Professional Engineers

What is the current building code reference?
Neither board is responsible for regulating or enforcing building code compliance. Interested parties should contact the WV State Fire Marshal or their local code official for details.

Relevant Codes
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Engineer Jane Doe in temporary practice before obtaining a license here?

Can an individual licensed in another jurisdiction engage in the preparation of the documents.

Architect or engineer who is in responsible charge of the (prototypical) plans?

Must the licensee sign and date each individual sheet that was prepared under the architect’s requirements and or may be prepared by others?

They must sign, seal and date the first sheet or title sheet of the appropriate sections.

Must the licensee seal and date the index page or each individual sheet that was prepared under the architect’s requirements and or may be prepared by others?

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What is the security of seal – can someone other than an engineer sign or seal drawings identified as architectural?

No, the signature of the responsible engineer must be used.

Can engineers prepare and seal architectural plans?

There are no specific requirements for engineers to prepare and seal architectural plans. However, engineers are required to sign and seal their work to indicate compliance with building codes.

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Electronic seals and signatures are allowed. Facsimile signatures are not allowed.

Can a licensee use an electronic seal?

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