
Rules of Department of Economic Development

Division 30—Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Landscape Architects Chapter 3—Seals

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**Title 4—DEPARTMENT OF
ECONOMIC DEVELOPMENT
Division 30—Missouri Board for
Architects, Professional Engineers,
Professional Land Surveyors,
and Landscape Architects
Chapter 3—Seals**

4 CSR 30-3.010 Official Seal of Board

PURPOSE: This rule describes the official seal of the board.

(1) The official seal of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Landscape Architects shall consist of the Great Seal of the State of Missouri, minus the words The Great Seal of the State of Missouri and in substitution for which words shall be the words Board for Architects, Professional Engineers, Professional Land Surveyors, and Landscape Architects, divided by the word Missouri, all the words engraved and surrounded by a cord-like circle within a fringed circle and of the dimensions of two and one-quarter inches (2 1/4") in diameter.

AUTHORITY: section 327.041, RSMo Supp. 2001. Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Oct. 30, 2002, effective April 30, 2003.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001.*

4 CSR 30-3.020 Seal—Architect

PURPOSE: This rule describes the format for personal seal of an architect.

(1) Each architect licensed prior to January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal and either Registered Architect or Architect on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letter A.

(2) Each architect licensed on or after January 1, 2002, at his/her own expense, shall secure a seal one and three-quarter inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the

upper part of the seal, and Architect on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letter A.

(3) Rubber stamps, identical in size, design and content with the approved seals may be used by the licensee at his/her option.

(4) In addition to the personal seal or rubber stamp, the architect shall also affix his/her signature on and through his/her seal, and place the original date under the seal, at the minimum, to the original of each sheet in a set of plans, drawings, specifications, estimates, reports and other documents which were prepared by the architect or under the architect's immediate personal supervision.

(A) When revisions are made, the architect who made the revisions or under whose immediate personal supervision the revisions were made shall sign, seal and date each sheet and provide an explanation of the revisions.

(B) On multiple page specifications, estimates, reports and other documents or instruments, not considered to be plans, the architect, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another architect be signed, sealed and dated as provided for, by the other architect and any additions, deletions or other revisions shall not be made unless signed, sealed and dated by the architect who made the revisions or under whose immediate personal supervision the revisions were made.

(5) Plans, when submitted for the review of others such as clients or permit authorities, shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase "Preliminary—not for construction" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary—not for construction" or other disclaimer should be removed or crossed-out and the seal holder shall sign the cancellation of the disclaimer as a revision to the plan.

(6) In the instance of one (1) licensee performing design for other licensees to incor-

porate into his/her documents, each licensee shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.

(7) The signing and sealing of plans, specifications, reports and other documents or instruments not prepared by the architect or under his/her immediate personal supervision is prohibited.

AUTHORITY: sections 327.041 RSMo Supp. 2001 and 327.411, RSMo 2000. Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 16, 1986, effective June 28, 1986. Amended: Filed Nov. 1, 1990, effective April 29, 1991. Amended: Filed Oct. 1, 2001, effective April 30, 2002.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.411, RSMo 1969, amended 1999.*

4 CSR 30-3.030 Seal—Professional Engineer

PURPOSE: This rule describes the format for personal seal of a professional engineer.

(1) Each professional engineer licensed prior to January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal and either Registered Professional Engineer or Professional Engineer on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letter E or letters PE.

(2) Each professional engineer licensed on or after January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal, and Professional Engineer on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letters PE.

(3) Rubber stamps, identical in size, design and content with the approved seals may be used by the licensee at his/her option.



(4) In addition to the personal seal or rubber stamp, the professional engineer shall also affix his/her signature on or through his/her seal and place the original date under the seal, at the minimum, to the original of each sheet in a set of plans, drawings, specifications, estimates, reports and other documents which were prepared by the professional engineer or under the professional engineer's immediate personal supervision.

(A) When revisions are made, the professional engineer who made the revisions or under whose immediate personal supervision the revisions were made shall sign, seal and date each sheet and provide an explanation of the revisions.

(B) On multiple page specifications, estimates, reports, and other documents or instruments not considered to be plans, the professional engineer, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another professional engineer be signed, sealed and dated as provided for, by the other professional engineer and any additions, deletions or other revision shall not be made unless signed, sealed and dated by the professional engineer who made the revisions or under whose immediate personal supervision the revisions were made.

(5) Plans, when submitted for the review of others such as clients or permit authorities, shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase, "Preliminary—not for construction" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary—not for construction" or other disclaimer should be removed or crossed-out and the seal holder shall sign the cancellation of the disclaimer as a revision to the plan.

(6) In the instance of one (1) licensee performing design for other licensees to incorporate into his/her documents, each licensee shall seal, date and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.

(7) The signing and sealing of plans, specifications, estimates, reports and other docu-

ments or instruments not prepared by the professional engineer or under his/her immediate personal supervision is prohibited.

AUTHORITY: sections 327.041, RSMo Supp. 2001 and 327.411, RSMo 2000. Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 16, 1986, effective June 28, 1986. Amended: Filed Nov. 1, 1990, effective April 29, 1991. Amended: Filed Oct. 1, 2001, effective April 30, 2002.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.411, RSMo 1969, amended 1999.*

4 CSR 30-3.040 Seal—Professional Land Surveyor

PURPOSE: This rule describes the format for personal seal of a licensed professional land surveyor.

(1) Each professional land surveyor licensed prior to January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal, and either Registered Land Surveyor or Professional Land Surveyor on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letters LS or PLS.

(2) Each professional land surveyor licensed on or after January 1, 2002, at his/her own expense, shall secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal shall consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal and Professional Land Surveyor on the lower part and within the inner circle shall appear the name of the licensee, together with his/her license number preceded by the Roman capital letters PLS.

(3) Rubber stamps, identical in size, design and content with the approved seals may be used by the licensee at his/her option.

(4) In addition to the personal seal or rubber stamp, the professional land surveyor shall also affix his/her signature on and through his/her seal, and place the original date under the seal, at a minimum, to the original of

each sheet in a set of plats, surveys, drawings, specifications, estimates, reports and other documents or instruments which were prepared by the professional land surveyor or under the professional land surveyor's immediate personal supervision.

(A) When revisions are made, the professional land surveyor, who made the revisions or under whose immediate personal supervision the revisions were made, shall sign, seal and date each sheet and provide an explanation of the revisions.

(B) On multiple page specifications, estimates, reports and other documents or instruments, not considered to be plans, the professional land surveyor, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another professional land surveyor be signed, sealed and dated as provided for, by the other professional land surveyor and any additions, deletions or other revisions shall not be made unless signed, sealed and dated by the professional land surveyor who made the revisions or under whose immediate personal supervision the revisions were made.

(5) Plans, when submitted for the review of others such as clients or permit authorities, shall be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase, "Preliminary—not for construction" or similar language or phrase shall be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It shall be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary—not for construction" or other disclaimer should be removed or crossed-out and the seal holder shall sign the cancellation of the disclaimer as a revision to the plan.

(6) The signing and sealing of plats, surveys, drawings, documents, specifications, estimates, reports and other documents or instruments not prepared by the professional land surveyor or under his/her immediate personal supervision is prohibited.

AUTHORITY: sections 327.041 RSMo Supp. 2001 and 327.411, RSMo 2000. Original rule filed March 16, 1970, effective April 16, 1970. Amended: Filed Dec. 8, 1981, effective March 11, 1982. Amended: Filed April 16, 1986, effective June 28, 1986. Amended:*

Filed Nov. 1, 1990, effective April 29, 1991. Amended: Filed Oct. 1, 2001, effective April 30, 2002.

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001 and 327.411, RSMo 1969, amended 1999.*

4 CSR 30-3.050 Licensee's Seal—Landscape Architect

PURPOSE: This rule describes the format for personal seal of a landscape architect.

(1) Each licensed landscape architect, at his/her own expense, may secure a seal one and three-quarters inches (1 3/4") in diameter of the following design: the seal may consist of two (2) concentric circles between which shall appear in Roman capital letters, the words, State of Missouri on the upper part of the seal and Landscape Architect on the lower part and within the inner circle may appear the name of the licensee, together with his/her license number preceded by the Roman capital letters LA.

(2) Rubber stamps, identical in size, design and content with the approved seals may be used by the licensee at his/her option.

(3) In addition to the personal seal or rubber stamp, the landscape architect may also affix his/her signature on and through his/her seal, and place the original date under the seal, at the minimum, to the original of each sheet in a set of plans, drawings, specifications, estimates, reports and other documents which were prepared by the landscape architect or under the landscape architect's immediate personal supervision.

(A) When revisions are made, the landscape architect who made the revisions or under whose immediate personal supervision the revisions were made may sign, seal and date each sheet and provide an explanation of the revisions.

(B) On multiple page specifications, estimates, reports and other documents or instruments, not considered to be plans, the landscape architect, when more than one (1) sheet is bound together in one (1) volume, may sign, seal and date only the title or index sheet, providing that the signed sheet clearly identifies all of the other sheets comprising the bound volume. Provided further that any of the other sheets which were prepared by, or under the immediate personal supervision of another landscape architect be signed, sealed and dated as provided for, by the other landscape architect and any additions, deletions or other revisions may not be made

unless signed, sealed and dated by the landscape architect who made the revisions or under whose immediate personal supervision the revisions were made.

(4) Plans, when submitted for the review of others such as clients or permit authorities, may be signed, sealed and dated unless clearly designated preliminary or incomplete. If the plan is not completed, the phrase "Preliminary—not for construction" or similar language or phrase may be placed in an obvious location so that it is readily found, easily read and not obscured by other markings. It may be a disclaimer and notice to others that the plans are not complete. When the plan is completed, the phrase "Preliminary—not for construction" or other disclaimer may be removed or crossed-out and the seal holder should sign the cancellation of the disclaimer as a revision to the plan.

(5) In the instance of one (1) licensee performing design for other licensees to incorporate into his/her documents, each licensee may seal, date and sign those documents, using the appropriate disclaimer for clarification of each licensee's responsibility.

(6) The signing and sealing of plans, specifications, reports and other documents or instruments not prepared by the landscape architect or under his/her immediate personal supervision is prohibited.

AUTHORITY: section 327.041, RSMo Supp. 2001. Original rule filed Oct. 30, 2002, effective April 30, 2003.*

**Original authority: 327.041, RSMo 1969, amended 1981, 1986, 1989, 1993, 1995, 1999, 2001.*