

MANUAL

for

CODE ENFORCEMENT OFFICIALS

and

DESIGN PROFESSIONALS

To Comply with the

Illinois Architecture Practice Act
Illinois Professional Land Surveyor Act
Illinois Professional Engineering Practice Act
Illinois Structural Engineering Practice Act

This manual is not law itself, and is not intended to expand or change the meaning or intent of any state laws, but is intended to provide guidance as to the Department's interpretation and enforcement of the existing laws.



STATE OF ILLINOIS

DEPARTMENT OF PROFESSIONAL REGULATION

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FOREWORD

This manual has been prepared and published by the Illinois Department of Professional Regulation with the assistance of the design professions Boards. The purpose of this manual is to provide guidance to code enforcement officials and design professionals for implementing and understanding practical application of the Acts regulating the practices of architecture, professional land surveying, professional engineering, and structural engineering.

The information is provided as part of a continuing effort of the Department of Professional Regulation to safeguard the health, safety and welfare of the citizens of Illinois through proper enforcement of the legal requirements of the design professions licensing and practice Acts. This manual is not law itself, and is not intended to expand or change the meaning or intent of any state laws, but is intended to provide guidance as to the Department's interpretation and enforcement of the existing laws. The current Acts as amended and published by the Secretary of State in the "Laws of Illinois" govern over any information in this manual. Copies of the Acts and Administrative Rules are available on the Department's Web site at www.dpr.state.il.us

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DESIGN PROFESSIONS BOARDS

Architecture Licensing Board
Land Surveyors Licensing Board
State Board of Professional Engineers
Structural Engineering Board

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INTRODUCTION

The regulation of Illinois design professionals and the enforcement of building codes have a common goal: protection of public health, safety and welfare. The consequences of lapses may be tragic. Consider, for example, the loss of over 100 lives in the skywalk collapse of the Kansas City Hyatt Hotel, the destruction by fire of the original McCormick Place Convention Center in Chicago, and the loss of life caused by an industrial chemical release in Bhopal, India. The safety and quality of such facilities can be enhanced by careful coordination among licensed design professionals and code enforcement officials.

The responsibility of the Department of Professional Regulation and the licensing Boards is to safeguard the health, safety and welfare of Illinois citizens by assuring the adequacy of buildings, structures, engineering works, and land surveys of property in this State. These guidelines, which have been developed by the Department and the licensing Boards are being provided to code enforcement officials and design professionals as an aid in understanding the requirements of the laws and regulations governing the practice of architecture, land surveying, professional engineering and structural engineering in Illinois and to better enable them to carry out their difficult jobs. It is not intended to expand or change the meaning or intent of any state laws, but is intended to provide guidance as to the Department's interpretation and enforcement of existing laws. A local jurisdiction's laws must conform to the applicable state laws.

Building codes and professional licensing laws are meant to work together. Although the charge is much the same, the approach differs. Code enforcement officials review construction documents and monitor construction of new and existing buildings and structures for code compliance. The Department of Professional Regulation with the assistance of the licensing Boards attempts to ensure that all who practice architecture, land surveying, professional engineering, and structural engineering are licensed and qualified to practice. Only those who have met recognized professional qualifications through education, professional experience, examination and licensure may plan, design and administer the contracts for construction of buildings, structures and facilities affecting the public. In the spirit of service to the public, this Manual has been prepared to assist the code enforcement official in better understanding the critical role of design professionals by ensuring performance standards have been met through compliance with the laws regulating the design professions in Illinois. Code enforcement officials may, in turn, rely on the Department of Professional Regulation as a source of information, support and enforcement.

The Department has the power, duty and authority to investigate violations of the design professions Acts and to discipline violators accordingly. Code enforcement officials, on the other hand, enforce building code requirements.

So, while the code enforcement officials rely on the Department to ensure that licensed design professions are competent, the Department relies on the code enforcement officials to ensure that only properly licensed professionals design, prepare, seal and sign technical submissions.

LICENSURE REQUIREMENTS FOR DESIGN PROFESSIONALS

Design Professionals (Architects, Professional Land Surveyors, Professional Engineers and Structural Engineers) are licensed persons who have demonstrated to the State through the respective Boards that qualifications for licensure meet the standards of professional competence to practice their profession. Qualifications are based on completion of a required level of professional education, a training or experience period as an intern practicing the profession under the direct supervision and control of a design professional, and passage of a comprehensive examination to assure the public of their ability to practice the profession and meet the standards of care necessary to protect the health, safety, and welfare of the public.

Licenses are renewed periodically. Code enforcement officials should verify current licensure by checking the expiration date shown adjacent to the seal and assure themselves that the person responsible for affixing the professional's seal and original signature has either personally prepared the work or has had it prepared by individuals over whom the professional has exercised direct supervision and control. (See definitions). A code enforcement official may verify a license by accessing "License Lookup" on the Department's Web site at www.dpr.state.il.us

REGISTRATION REQUIREMENTS FOR PROFESSIONAL DESIGN FIRMS

The design professions Acts require any business that offers and/or provides professional design services to be registered with the Department as a Professional Design Firm. The only exception to this statutory requirement is a sole proprietorship offering services in his/her name as licensed and not employing other individuals for which licensure is required. Registration requires the entity to provide information as to its composition and organization (articles of incorporation or certificate of foreign authority to transact business in Illinois, partnership agreement), officers, partners, principals, members, managers and office locations along with the resident licensed design professional in responsible charge of providing professional services at that office location. The Department's "License Lookup" on the Department's Web site may be used by the code enforcement official to verify the type of business entity, the firm registration number, and the expiration of registration. Otherwise, they may contact the Department for verification.

Any sole proprietorship who holds an active license to practice architecture, professional engineering, structural engineering or land surveying and who transacts business under the real name of the sole proprietor, as reflected on the license issued by the Department, is not required to be registered with the State as a professional design firm beyond the individual licensee who owns and operates the practice. However, any sole proprietorship, owned and operated by an Illinois licensed design professional, conducting or transacting business (as a design professional) under an assumed name is required to register as a professional design firm. Any sole proprietorship not owned by an Illinois licensed design professional shall be prohibited from offering professional engineering services to the public.

The regulations requires that all technical submissions prepared by the Professional Design Firm shall contain the design firm registration number issued by the Department.

GUIDELINES FOR CODE ENFORCEMENT OFFICIALS

Code enforcement officials' responsibilities relative to the design professions licensing and practice Acts include, but are not limited to, the following:

Technical Submissions Reviews

Technical submissions for construction projects filed for approval for buildings, structures, or engineering works and plats of survey are to be prepared under the direct supervision and control of the design professional sealing and signing the documents in accordance with Guidelines for Technical Submissions as they apply to the specific project. Such documents should be reviewed by the code enforcement official to assure conformance with local laws, zoning, deed restrictions, codes and regulations, as well as applicable State and Federal laws. Technical submissions for all non-exempt buildings or works are to have the seal(s) and original signature(s) of the design professional(s) with a current valid license who prepared or caused the submissions to be prepared. Seals shall be affixed in accordance with the respective Acts. Technical submissions for exempt projects shall also comply with all standards and codes, but shall not require a design professional's seal. The Professional Design Firm registration number shall be included on the technical submissions.

Permit Issuance

Permits for construction should be issued only for projects which comply with the above requirements.

Before a permit can be issued by the local jurisdiction, the owner may need to have secured other special permits on his behalf such as from the Illinois Historic Preservation Agency, the U.S. or Illinois Environmental Protection Agency, the U.S. or Illinois Department of Transportation, the Corps of Engineers, Department of Natural Resources, the U.S. Coast Guard, Federal Aviation Administration, or other federal, state or local agencies and jurisdictions. The owner or his agent should investigate fully what codes and regulations pertain to the site.

Monitoring of Conformance to Conditions of Permit

Provisions of local ordinances and codes may require the code enforcement official and a design professional to monitor the project during progress of the work for conformance with the technical submissions and requirements.

Modifications of Technical Submissions

No modifications to technical submissions shall be made except by the Design Professional(s) of Record who signed and sealed the documents. Such modifications are to be filed with the code enforcement official. All modifications shall have the Design Professional's seal(s) and original signature(s) affixed.

Certificate of Occupancy Completion

On request of the permit holder to the code enforcement official, a final inspection should be made to ascertain that all construction substantially conforms to the technical submissions and applicable laws, ordinances and codes. When all requirements of the code enforcement official's jurisdiction are met, a certificate of use and occupancy should be issued to signify the completion and acceptance by the local jurisdiction. Although not required by the design professions Acts, the Design Professional of Record should also review the final inspection.

DEFINITIONS

Architect

An "Architect" is a person who is qualified by education, training, experience, and examination and who is licensed under the laws of this State to practice architecture. (See definition of Practice of Architecture).

Certificate of Use and Occupancy

The "certificate of use and occupancy," which is issued by the code enforcement official, permits the use of a building, structure, or engineering works in accordance with the approved plans and specifications and certifies compliance with the provisions of the law for the use and occupancy of the building, structure, or engineering works in its several parts together with any special stipulations or conditions of the permit.

Code Enforcement Official

The "Code Enforcement Official" is the individual identified by the local jurisdiction having responsibility for the enforcement of the local, county, and state building codes for that jurisdiction.

Construction Documents

"Construction documents" are technical submissions. See definition of technical submissions.

Contract Documents

"Contract documents" are documents between the parties to the contract and include technical submissions. See the definition of technical submissions.

Design Professional

"Design Professional" means an architect, professional land surveyor, professional engineer, or structural engineer licensed in conformance with the respective Acts: the Illinois Architecture Practice Act of 1989, effective January 1, 2000, the Illinois Professional Land Surveyor Act of 1989, effective January 1, 2000, the Illinois Professional Engineering Practice Act of 1989, effective January 1, 2000 or the Illinois Structural Engineering Practice Act of 1989, as amended, effective January 1, 2000.

Design Professional(s) of Record

"Design Professional(s) of Record" is the professional(s) who has sealed and signed the technical submissions.

Direct Supervision and Control (Architecture)

See definition of "Responsible Control".

Direct Supervision and Control (Land Surveying)

"Direct supervision and control" means the personal review by a Licensed Professional Land Surveyor of each survey, including, but not limited to, procurement, research, field work, calculations, and preparation of legal descriptions and plats. The personal review shall be of such a nature as to assure the client that the Professional Land Surveyor or the firm for which the Professional Land Surveyor is employed is the provider of the surveying services.

Direct Supervision/Responsible Charge (Professional Engineering)

"Direct supervision/responsible charge" means work is prepared under the personal supervision and control of a licensed professional engineer or work which the professional engineer has detailed professional knowledge to assure the work has been prepared and administered in accordance with standards of reasonable professional skill

and diligence.

Direct Supervision and Control (Structural Engineering)

See definition of "Personal Supervision and Control (Structural Engineering).

Exempt Building or Structure (Architecture)

"Exempt building or structure", as used in this manual, means any building or structure not subject to the requirements of the Illinois Architecture Practice Act of 1989, as amended. A building or structure located outside of the corporate limits of any city or village which is to be used for farm purposes, a detached single family residence on a single lot, and a two-family residence of wood frame construction on a single lot, not more than two stories and basement in height, and interior design services for buildings which do not involve life safety or structural changes are not subject to the Act. (See definition of Non-exempt Building or Structure) Design of exempt buildings does not permit the use of the term "architect" unless licensed as an architect. (This exemption does not apply to the practice of professional engineering or structural engineering.)

General Public

"General public", as used in this manual, means any group of people who are only users of the building, structure, or engineering works. (See definition of Public)

Non-exempt Buildings or Structures"

Non-exempt buildings or structures" means all buildings or structures not included under exempt buildings or structures, and any previously exempt, but subsequently non-exempt due to a change in occupancy or use. (See definition of Exempt Building or Structures)

Personal Supervision and Control (Structural Engineering)

A licensed structural engineer may seal documents not produced by the licensed structural engineer when the documents have either been produced by others working under the licensed structural engineer's personal supervision and control or when the licensed structural engineer has sufficiently reviewed the documents to ensure that they have met the standards of reasonable professional skill and diligence. In reviewing the work of others, the licensed structural engineer shall prepare calculations, redesign, or any other work necessary to be done to meet such standards and should retain evidence of having done such review.

Practice of Architecture

The "practice of architecture" within the meaning and intent of the Architecture Practice Act includes the offering or furnishing of professional services, such as consultation, environmental analysis, feasibility studies, programming, planning, aesthetic and structural design, construction documents consisting of drawings and specifications and other documents required in the construction process, administration of construction contracts, project representation, and construction management, in connection with the construction of any private or public building, building structure, building project, or addition to, or alteration, or restoration thereof.

Practice of Land Surveying

Any one or combination of the following practices constitutes the "practice of land surveying":

- (a) Surveying, preparation of boundary descriptions and measuring the area of any portion of the earth's surface, the lengths and directions of the boundary lines, or the contour of the surface for their determination and description for conveying or for recording, or for establishing or reestablishing, locating, defining, and making or monumenting land boundaries or lines and the platting of lands and subdivisions;
- (b) Surveying and measuring the area of any portion of the earth's subsurface, or surveying and measuring an area of the airspace over the earth's surface, to determine the location of property rights;
- (c) Preparing, and stating to the accuracy of, a map or plat showing the land boundaries or lines and the marks

and monuments of the boundaries, or of a map or plat showing the boundaries of subsurface or air rights;

- (d) Executing and issuing certificates, endorsements, reports, or plats which portray the relationship between existing physical objects or structures and one or more corners or boundaries of any tract or lot of land or boundaries of a portion of the surface, subsurface, or airspace;
- (e) Labeling, designating, naming, or otherwise identifying legal lines, property lines or land title lines of the United States Rectangular System or any subdivision thereof on any photograph, photographic composite, or mosaic or photogrammetric map of any portion of the earth's surface for the purpose of recording the same in the Office of Recorder or Registrar of Titles in any county;
- (f) Determining the position for any monument or reference point which marks a property line, boundary, or corner, or to set, reset, or replace any monument or reference point on any property;
- (g) Acting in direct supervision and control of land surveying activities or conducting as a manager in any place of business which solicits, performs, or practices land surveying;
- (h) Any act or combination of acts which would be viewed as offering professional land surveying services including:
 - (1) Setting monuments which have the appearance of or for the express purpose of marking land boundaries, either directly or as an accessory; or
 - (2) providing any sketch, map, plat, report, monument record, or other document which indicates land boundaries and monuments, or accessory monuments thereto, except that if such sketch, map, plat, report, monument record, or other document is a copy of an original prepared by a Professional Land Surveyor; and if proper reference to that fact be made on said document.
- (i) Offering or soliciting to perform any of the above identified services.

Practice of Professional Engineering

"Professional engineering practice" means the consultation on, conception, investigation, evaluation, planning, and design of, and selection of materials and methods to be used in, administration of construction contracts for, or site observation of an engineering system or facility, where such consultation, conception, investigation, evaluation, planning, design, selection, administration, or observation requires extensive knowledge of engineering laws, formulae, materials, practice, and construction methods. A person shall be construed to practice or offer to practice professional engineering, within the meaning and intent of the Professional Engineering Act, who practices, or who, by verbal claim, sign, advertisement, letterhead, card, or any other way, is represented to be a professional engineer, or through the use of the initials "P.E." or the title "engineer" or any of its derivations or some other title that implies licensure as a professional engineer, or holds himself out as able to perform any service which is recognized as professional engineering practice.

Examples of the practice of professional engineering include, but need not be limited to, transportation facilities and publicly owned utilities for a region or community, railroads, railways, highways, subways, canals, harbors, river improvements; irrigation works; aircraft, airports and landing fields; waterworks, piping systems and appurtenances, sewers, sewage disposal works; plants for the generation of power; devices for the utilization of power; boilers; refrigeration plants, air conditioning systems and plants; heating systems and plants; plants for the transmission or distribution of power; electrical plants which produce, transmit, distribute, or utilize electrical energy; works for the extraction of minerals from the earth; plants for the refining, alloying or treating of metals; chemical works and industrial plants involving the use of chemicals and chemical processes; plants for the production, conversion, or utilization of nuclear, chemical, or radiant energy; forensic engineering; geotechnical engineering including, subsurface investigations; soil classification, geology and geohydrology, incidental to the practice of professional engineering; energy analysis, environmental design, hazardous waste mitigation and control; recognition, measurement, evaluation and control of environmental systems and emissions; automated building management systems; or the provision of professional engineering site observation of the construction of works and engineering systems. Nothing contained in this section imposes upon a person licensed under the Professional Engineering Act the responsibility for the performance of any of the foregoing functions unless such person specifically contracts to provide it.

Practice of Structural Engineering

A person shall be regarded as "practicing structural engineering" within the meaning of the Structural Engineering Act who is engaged in the designing or supervising of the construction, enlargement or alteration of structures, or

any part thereof, for others, to be constructed by persons other than himself. Structures within the meaning of the Act are all structures having as essential features foundations, columns, girders, trusses, arches and beams, with or without other parts, and in which safe design and construction require that loads and stresses must be computed and the size and strength of parts determined by mathematical calculations based upon scientific principles and engineering data. A person shall also be regarded as practicing structural engineering within the meaning of the Act who is engaged as a principal in the designing and supervision of the construction of structures or of the structural part of edifices designed solely for the generation of electricity; or for the hoisting, cleaning, sizing or storing of coal, cement, sand, grain, gravel or similar materials; elevators; manufacturing plants; docks; bridges; blast furnaces; rolling mills; gas producers and reservoirs; smelters; dams; reservoirs; waterworks; sanitary works as applied to the purification of water; plants for waste and sewage disposal; round houses for locomotives; railroad shops; pumping or power stations for drainage districts; or power houses, even though such structures may come within the definition of "buildings" as defined in any Act in force in this State relating to the regulation of the practice of architecture.

Professional Land Surveyor

"Professional Land Surveyor" means any person licensed under the laws of the State of Illinois to practice land surveying, as defined by the Act or its rules. (See definition of Practice of Land Surveying)

Professional Engineer

"Professional Engineer" means a person licensed under the laws of the State of Illinois to practice professional engineering. (See definition of Practice of Professional Engineering)

Professional Engineering

"Professional engineering" means the application of science to the design of engineering systems and facilities using the knowledge, skills, ability and professional judgment developed through professional engineering education, training and experience.

Project Representative

"Project representative" means the representative who assists in the administration of the construction contract.

Public

"Public" means any group of people who are employees or users of a building, structure, or engineering works excluding those people who are employed for construction or alteration of a building by the owner of a building. (See definition of General Public)

Responsible Charge (Land Surveying)

"Responsible charge" means an individual responsible for the various components of the land survey operations subject to the overall supervision and control of the Professional Land Surveyor.

Responsible Control (Architecture)

"Responsible control" means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by architects applying the required professional standard of care. Merely reviewing or reviewing and correcting the technical submissions or any portion thereof prepared by those not in the regular employment of the office where the architect is resident without control over the content of such work throughout its preparation does not constitute responsible control.

Shop Drawings

Drawings and descriptions of components or systems supplied by contractors or manufacturers for inclusion in the project or building which generally do not meet the requirements for technical submissions are considered shop drawings. Shop drawings should not be accepted by the Code Enforcement Official in lieu of technical

submissions, but only as support documents to supplement the technical submissions.

Structural Engineer

“Structural Engineer” means any person licensed under the laws of the State of Illinois to practice structural engineering. (See definition of Practice of Structural Engineering)

Technical Submissions

“Technical submissions” are the designs, drawings, specifications, studies, and other technical reports and calculations that establish the standard of quality for materials, workmanship, equipment, and the systems, and are prepared, signed and sealed in the course of a design professional’s practice in conformance with all applicable laws, codes and ordinances. Technical submissions may include manufacturer’s/contractor’s fabrication details of components/systems which require the design and seal of a licensed design professional. Technical submissions intended for use in construction in the State of Illinois shall be prepared and administered in accordance with standards of reasonable professional skill and diligence.

EXEMPTIONS

Licensed design professionals may practice only within the scope of practice as defined by their Act and within their competency. A project may be exempt from one of the Acts, but not exempt under another Act or the municipal ordinance. A review under each Act’s exemption is necessary. An exemption to one or more of the Acts does not permit a person to use the professional title.

ILLINOIS ARCHITECTURE PRACTICE ACT OF 1989, Effective January 1, 2000

Architects cannot practice land surveying or professional engineering in Illinois unless licensed as a land surveyor or professional engineer.

Section 305/3. This Act does not apply to any of the following:

- A. The building, remodeling or repairing of any building or other structure outside of the corporate limits of any city or village, where such building or structure is to be, or is used for farm purposes, or for the purposes of outbuildings or auxiliary buildings in connection with such farm premises.
- B. The construction, remodeling or repairing of a detached single family residence on a single lot.
- C. The construction, remodeling or repairing of a two-family residence of wood frame construction on a single lot, not more than two stories and basement in height.
- D. Interior design services for buildings that do not involve life safety or structural changes.

However, all buildings not included in the preceding paragraphs (A) through (D), including multi-family buildings and buildings previously exempt under those paragraphs but subsequently non-exempt due to a change in occupancy or use, are subject to the requirements of this Act. Interior alterations which result in life safety or structural changes of the building are subject to the requirement of this Act.

Nothing in this Act shall be deemed or construed to prevent the practice of structural engineering as defined in the Structural Engineering Licensing Act of 1989, the practice of professional engineering as defined in the Professional Engineering Practice Act of 1989, or the preparation of documents used to prescribe work to be done inside buildings for non-loadbearing interior construction, furnishings, fixtures and equipment, or the offering or preparation of environmental analysis, feasibility studies, programming or construction management services by persons other than those licensed in accordance with this Act, the Structural Engineering Licensing Act of 1989 or the Professional Engineering Practice Act of 1989.

Any person licensed to practice architecture in this State under this Act is exempt from the provisions of any and all Acts in force in this State regulating the practice of structural engineering.

ILLINOIS PROFESSIONAL LAND SURVEYOR ACT OF 1989, Effective January 1, 2000

Section 330/3. This Act does not prohibit:

Any person licensed in this State under any other Act from engaging in the practice for which he is licensed.

An individual, firm, or corporation engaged in any line of business other than the practice of land surveying from employing a licensed land surveyor to perform land surveying services directly incidental to the business of that individual, firm, or corporation.

ILLINOIS PROFESSIONAL ENGINEERING PRACTICE ACT OF 1989, Eff. January 1, 2000

Professional engineers cannot practice land surveying, structural engineering or architecture in Illinois unless licensed as a land surveyor, structural engineer or architect in Illinois.

325/3 (a). Nothing in this Act shall be construed to prevent the practice of structural engineering as defined in the Structural Engineering Licensing Act of 1989 or the practice of architecture as defined in the Illinois Architecture Practice Act of 1989 or the regular and customary practice of construction contracting and construction management as performed by construction contractors.

(b) Nothing in this Act shall prevent:

1. Employees, including project representatives, of professional engineers lawfully practicing as sole owners, partnerships or corporations under this Act, from acting under the direct supervision of their employers.
2. The employment of owner's representatives by the owner during the constructing, adding to, or altering of a project, or any parts thereof, provided that such owner's representative shall not have the authority to deviate from the technical submissions without the prior approval of the professional engineer for the project.
3. The practice of officers and employees of the Government of the United States while engaged within this State in the practice of the profession of engineering for the Government.
4. Services performed by employees of a business organization engaged in utility, industrial or manufacturing operations, or by employees of laboratory research affiliates of such business organization which are rendered in connection with the fabrication or production, sale, and installation of products, systems, or nonengineering services of the business organization or its affiliates.
5. Inspection, maintenance and service work done by employees of the State of Illinois, any political subdivision thereof or any municipality.
6. The activities performed by those ordinarily designated as chief engineer of plant operation, chief operating engineer, locomotive, stationary, marine, power plant or hoisting and portable engineers, electrical maintenance or service engineers, personnel employed in connection with construction, operation or maintenance of street lighting, traffic control signals, police and fire alarm systems, waterworks, steam, electric, and sewage treatment and disposal plants, or the services ordinarily performed by any worker regularly employed as a locomotive, stationary, marine, power plant, or hoisting and portable engineer or electrical maintenance or service engineers for any corporation, contractor or employer.
7. The activities performed by a person ordinarily designated as a supervising engineer or supervising electrical maintenance or service engineer who supervises the operation of, or who operates, machinery or equipment, or who supervises construction or the installation of equipment within a plant which is under such person's immediate supervision.
8. The services, for private use, of contractors or owners in the construction of engineering works or the installation of equipment.

(c) No officer, board, commission, or other public entity charged with the enforcement of codes and ordinances involving a professional engineering project shall accept for filing or approval any technical submissions that do not bear the seal and signature of a professional engineer licensed under this Act. All documents or technical submissions prepared by the design firm shall contain the design firm registration number issued by the Department (prefix 184), if applicable.

ILLINOIS STRUCTURAL ENGINEERING LICENSING ACT OF 1989, Eff. January 1, 2000

Structural Engineers cannot practice professional engineering or land surveying in Illinois unless licensed as a professional engineer or land surveyor in Illinois.

Section 340/3. The following persons are exempt from the operation of this Act:

- (a) Draftsmen, students, clerks of work, superintendents and other employees of licensed structural engineers when acting under the immediate personal supervision of their employers; and
- (b) Superintendents of construction in the pay of the owner when acting under the immediate personal supervision of the licensed structural engineer.

Persons licensed to practice structural engineering in this State are exempt from the operation of any Act in force in this State relating to the regulation of the practice of Architecture.

GUIDELINES FOR ISSUANCE OF PERMIT FOR CONSTRUCTION

To assure technical submissions, are reasonably complete, it would be helpful to develop a checklist similar to the following:

1. Are the technical submissions properly identified:

The title block of each sheet of the plans and the cover of the specifications should contain:

- (a) The project name and location, and
- (b) The name and address of the licensee(s) responsible for the preparation of the documents. It should also include the name of the professional design firm(s), if applicable, and the firm's registration number issued by the Department of Professional Regulation.

2. Do the technical submissions require preparation by a licensed Design Professional:

Plans and specifications for non-exempt buildings, structures or engineering works must be prepared by Illinois licensed design professionals. In most instances, plans and specifications for exempt buildings, structures or services may, under the laws governing the practice of the design professional, be prepared by anyone. However, under certain circumstances local jurisdictions may require the services of a licensed design professional even for exempt buildings or structures. Local jurisdictions have the right to enact ordinances more stringent than those of the State.

3. If the plans are for a non-exempt building or structure. Do they bear the seal and signature of all required Illinois licensed Design Professionals?

It is common for technical submissions to contain drawings prepared by several professionals (i.e. architect, structural engineer, professional engineer, and professional land surveyor). Each Design Professional will seal and sign that portion of the technical submissions for which they are responsible. Therefore, one set of technical submissions may contain drawings that bear the seal and signature of more than one licensed design professional and professional design firm. (NOTE: Shop drawings are not to be substituted for technical submissions, see p. 12).

4. Are the plans and specifications adequate?

Plans and specifications must comply with Federal, State, municipal and county laws, codes, ordinances and regulations. Suggested minimum technical submissions are included in this manual under a separate section. See Guidelines for Technical Submissions.

5. Other than technical submissions (drawings and project manuals) what other documents require the seal and signature of the Design Professional?

In addition to the drawings and project manuals (bound sets of documents) which are sealed, signed and indexed, all loose individual copies of drawings or specifications, change orders that alter technical submissions, and other documents utilized as technical submissions to the code enforcement official shall also bear the Design Professional's seal and signature.

All technical submissions prepared by or under the personal supervision of a licensed design professional shall bear that design professional's seal, signature, and license expiration date. The licensee's signature shall be the original handwritten signature. Computer generated signatures or signatures reproduced by other means are not acceptable. The technical submissions shall bear the corporate or assumed business name and the design firm registration number in addition to the seal requirements.

GUIDELINES FOR TECHNICAL SUBMISSIONS

The following guidelines for technical submissions are oriented toward a typical commercial or institutional building project and are directed toward the usual submissions to be submitted to a code enforcement official for the purpose of obtaining a construction permit. Special use facilities, such as industrial plants, large multi-story buildings, amusement park rides, etc., will require different types of technical submissions. In any case, the following guidelines must not be construed as the complete set of documentation required to implement a typical construction project. For example, detailed working drawings and shop drawings are not covered.

Technical Submissions submitted to the code enforcement official should be sufficient to clearly show the project in its entirety with emphasis on the following:

1. The scope of the work
2. Building code compliance
3. Structural integrity
4. Life safety assurance
5. Architectural and environmental barriers
6. Electrical and mechanical system design details
7. Industrial process design details including analysis of operational hazards

The minimum required technical submissions will depend upon the size, nature and complexity of the project; however, the following is the minimum standard recommended before the code enforcement official should begin the plan check review. Additions and remodeling projects and other buildings or structures may not require all of the following components for plan submittal and review for permit.

1. Drawings

(Some of the data may be included in other technical submissions such as specifications, studies, or calculations)

a. Cover Sheets

- (1) Project shall be identified.
- (2) Project address and a location map shall be shown.
- (3) The Professional Design Firm(s) shall be identified.
- (4) The principal design professional(s) for each Professional Design Firm shall be identified.
- (5) All applicable codes utilized on the project shall be listed.
- (6) Design criteria list shall include, but not be limited to:
 - (a) Occupancy group
 - (b) Type of construction
 - (c) Location of property
 - (d) Seismic zone
 - (e) Square footage and allowable area
 - (f) Fire sprinklers (when utilized)
 - (g) Height and number of stories
 - (h) Occupant load
 - (i) Land use zone
 - (j) Parking-loading requirements
- (7) Index of all drawings shall be included.
- (8) Seal(s) and signatures(s) of responsible design professional(s) and indication as to which of the indexed drawings the seal applies, the expiration date of the license, and registration number of the

Professional Design Firm shall be affixed.

(9) Other items required by the local enforcement agency shall be included.

b. Boundary Survey

Show a plat of a boundary survey prepared according to the Illinois Minimum Standards as set forth in Section 1270.56 of the Rules for the Administration of the Illinois Professional Land Surveyor Act of 1989. Additional information and data such as, natural features, man-made improvements, vegetation, elevations, utilities, FEMA Flood designation, easements of record and building set-back requirements may also be shown on the plat. The plat of survey shall be dated and signed and sealed by the Illinois Professional Land Surveyor.

c. Site Plan

Show proposed new structure and any existing buildings, structures or engineering works, all property lines with dimensions, all streets, easements and setbacks. Show applicable water, fire service, sewer, gas, communication, electrical including points of connection, proposed service routes, commercial and rail traffic routes, and existing utilities on the site. Show all required parking, drainage and grading information (with reference to finish floor and adjacent streets). Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes and storm water control. Show north arrow and scale. Provide flood plain information.

d. Foundation Plan

Show all foundations and footings. Indicate size, location, thickness, materials and strengths and locate reinforcing. Show all imbedded anchoring such as anchor bolts, holdowns, post bases, etc. Provide allowable design pressures or data utilized in design of footings or building supports. Provide soils report for the proposed structure at that site.

e. Floor Plan

Show all floors including basements. Show all rooms, with their use, finishes, overall dimensions, and locations of all structural elements and openings. Show all doors and windows, including door and window schedules, if applicable. All fire assemblies and area and occupancy separations shall be shown.

f. Floor and Roof Framing Plans

Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Structural design shall consider static and dynamic loading and wind and seismic forces where applicable. All design loads and allowable stresses utilized shall be indicated. Show all roof and deck drainage systems.

g. Fire Protection

Show all fire protection of structural members and architectural elements and, if applicable, industry recognized fire ratings of assemblies.

h. Exterior Elevations

Show all views, all dimensions, referenced elevation, and all openings. Identify all materials and, where applicable, show the lateral bracing system.

i. Building Sections and Wall Sections

Show materials of construction and their assemblies. Show all pertinent dimensions.

j. Mechanical System/Mechanical Arrangement Drawings

Show the entire mechanical system. Include all equipment and devices, their sizes, structural supports, piping system, duct work and sizes, heat loss calculations and temperature control systems. Indicate fire and/or smoke dampers where required. Provide equipment schedules, showing operating ranges and motor horsepower. (Note: No part of the mechanical design may be delegated by the design professional via a "performance specification" to a mechanical contractor who is not a licensed design professional.)

k. Plumbing System

Show all fixtures, piping, slopes, materials and sizes. Show point of connections to utilities or on-site disposal systems and water wells. Provide schematic diagrams as necessary for water supply and drainage systems. Show process drains separate from sanitary.

l. Fire Suppression System

Show head layout, standpipes, backflow preventers, risers, valves, valve sizing and materials of construction, pipe sizes and materials of construction, pressure ratings, hazard classification, control, supply and pressure availability, fire department standpipes, fire pump sizing, fire pump control schemes, fire pump engine or motor drive specifications and sizing, fire pump fuel systems, fire pump electrical supplies, and other code requirements. For sprinkler systems, provide complete hydraulic calculations (which may not be delegated to an unlicensed design professional).

m. Reflected Ceiling Plan

Show all electrical fixtures, diffusers and grills, sprinkler heads, and other required devices as applicable.

n. Electrical System

Show all power and lighting plans, wiring schedules and panel schedules, including all electrical fixtures and devices (interior, exterior and site), wiring sizes, conductor types, wiring methods, raceways and raceway sizing, circuiting, grounding, (including soil resistivity study, grounding grid or rods, and lightning protection), panel schedules, single-line diagrams, fixture schedules, load calculations, motor and transformer protection schemes, overcurrent schemes, protective device ratings (including current and maximum interrupting capacity), short-circuit calculations, and calculation of available fault currents. Show all fire alarm, security, exit and emergency lighting, and data communication systems as applicable. Show point of connection to the utility. (Note: No part of the electrical design may be delegated by the design professional via a "performance specification" to an electrical contractor who is not a licensed design professional.)

o. Utility Openings

Show all utility openings in floors, ceilings, walls and roofs, including fire stopping.

2. Structural Calculations

When required by the code enforcement official, provide structural calculations for the structural system of the project for both vertical and lateral loads. Sufficient input, output, design assumptions and other information should be submitted.

3. Specifications

Either on the drawings or in booklet form, further define components, materials, standards of construction, quality, and all pertinent equipment.

4. Addenda and Changes

The Permit Holder should provide notification to the Code Enforcement Official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents. All revisions shall be identified and included on the technical submissions by the Design Profession of Record.

5. Quality Standards

It is the responsibility of the Design Professional(s) of Record to provide and maintain complete, consistent and competent technical submissions. If the plans do not meet the criteria, the code enforcement official may take any of the following actions, when consistent with local ordinances and policies:

- a. Provide a complete list of corrections for revision and resubmittal.
- b. Increase the plan review fee for additional plan review time required due to lack of completeness.
- c. Return plans without review.
- d. Refer the Design Professional(s) of Record to the appropriate state board for possible disciplinary action.
- e. Pursue other remedies provided by ordinance.

6. Sealing and Signing Plans and Specifications

By affixing the design professional's seal and signing the technical submissions, the Design Professional affirms that the technical submissions submitted to the code enforcement official for review and permit issuance have been prepared by or under the direct supervision and control of that licensed Design Professional and to the best of the Design Professional's knowledge and belief those documents comply with applicable laws, codes and ordinances.

The Design Professional who has contract responsibility shall seal a cover sheet of the technical submissions. Design professionals practicing as support design professionals shall seal these individual portions of technical submissions for which the design professionals are legally and professionally responsible.

PROFESSIONAL SEAL AND SIGNATURE REQUIREMENTS

The Acts does not specify the size of the professional seal. However, the seal must be reproducible. The following are the professional Seal/Signature requirements of the respective design professions licensure Acts:

ILLINOIS ARCHITECTURE PRACTICE ACT OF 1989



signature

date

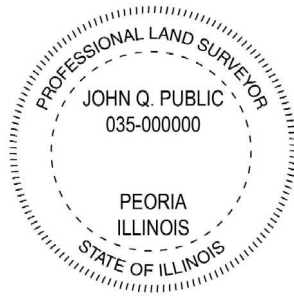
license expires 11-30-____

*The above seal is a suggested facsimile of the seal requirements.

Every licensed Architect shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect, the license number, and the words, "Licensed Architect, State of Illinois." The licensed architect shall affix the signature, current date, date of license expiration and seal to the first sheet of any bound set or loose sheets of construction documents utilized as contract documents or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or under that licensed architect's direct supervision and control. The sheet of construction documents in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply.

The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer or by any other means shall not be permitted.

ILLINOIS PROFESSIONAL LAND SURVEYOR ACT OF 1989



signature

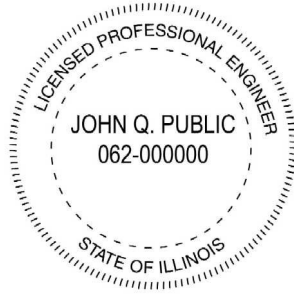
date

license expires 11-30- ____

*The above seal is a suggested facsimile of the seal requirements.

Every Professional Land Surveyor shall have a reproducible seal or facsimile, which may be computer generated, the impression of which shall contain the name of the land surveyor, his or her place of business, the license number of the Professional Land Surveyor, and the words "Professional Land Surveyor, State of Illinois." A professional Land Surveyor shall stamp all documents prepared by or under the direct supervision and control of the Professional Land Surveyor. Any seal authorized or approved by the Department under the Illinois Land Surveyors Act shall serve the same purpose as the seal provided by this Act. Signatures generated by computer or any other means shall not be permitted. The licensee's written signature and date of signing along with the date of license expiration shall be placed adjacent to the seal.

Illinois Professional Engineering Practice Act of 1989



signature

date

license expires 11-30- ____

*The above seal is a suggested facsimile of the seal requirements.

Every professional engineer shall have a seal or stamp, the print of which shall be reproducible and contain the name of the professional engineer, the professional engineer's license number, and the words "Licensed Professional Engineer of Illinois". When technical submissions are prepared utilizing a computer or other electronic means, the seal may be generated by the computer. Signatures generated by computer or any other means shall not be permitted.

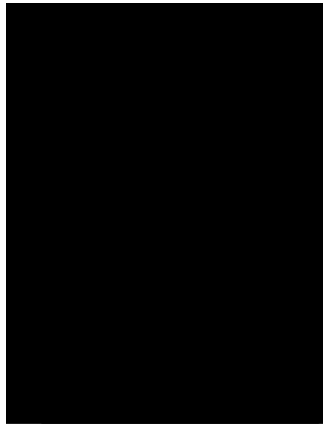
The professional engineer who has contract responsibility shall seal a cover sheet of the technical submissions, and those individual portions of the technical submissions for which the professional engineer is legally and professionally responsible. The professional engineer practicing as the support design professional shall seal those individual portions of technical submissions for which the professional engineer is legally and professionally responsible.

The use of a professional engineer's seal on technical submissions constitutes a representation by the professional engineer that the work has been prepared by or under the personal supervision of the professional engineer or developed in conjunction with the use of accepted engineering standards. The use of the seal further represents that the work has been prepared and administered in accordance with the standards of reasonably professional skill and diligence.

It is unlawful to affix one's seal to technical submissions if it masks the true identity of the person who actually exercised direction, control and supervision of the preparation of such work. A professional engineer who seals and signs technical submissions is not responsible for damage caused by subsequent changes to or uses of those technical submissions, where the subsequent changes or uses, including changes or uses made by State or local governmental agencies, are not authorized or approved by the professional engineer who originally sealed and signed the technical submissions.

All technical submissions prepared by or under the personal supervision of a professional engineer shall bear that professional engineer's seal, signature, and license expiration date. The licensee's written signature and date of signing, along with the date of license expiration, shall be placed adjacent to the seal.

ILLINOIS STRUCTURAL ENGINEERING PRACTICE ACT OF 1989



signature

date

license expires 11-30- ____

*The above seal is a suggested facsimile of the seal requirements.

Every licensed structural engineer shall have a reproducible seal or facsimile, the print of which shall contain the name and license number of these, the words "Licensed Structural Engineer, State of Illinois." The licensed structural engineer shall seal all plans, drawings, and specifications prepared by or under the engineer's supervision.

A licensed structural engineer may seal documents not produced by the licensed structural engineer when the documents have either been produced by others working under the licensed structural engineer's personal supervision and control or when the licensed structural engineer has sufficiently reviewed the documents to ensure that they have met the standards of reasonable professional skill and diligence. In reviewing the works of others, the licensed structural engineer shall, where necessary, do calculations, redesign, or any other work necessary to be done to meet such standards and should retain evidence of having done such review. The documents sealed by the licensed structural engineer should be of no lesser quality than if they had been produced by the licensed structural engineer. The licensed structural engineer who seals the work of others is obligated to provide sufficient supervision and review of such work so that the public is protected.

The licensed structural engineer shall affix the signature, current date, date of license expiration and seal to the first sheet of any bound set or loose sheets prepared by the licensed structural engineer or under that licensed structural engineer's immediate supervision. When technical submissions are prepared utilizing a computer or other electronic means, the seal may be generated by the computer. Signatures generated by computer or any other means shall not be permitted. All construction documents issued by any corporation, partnership, professional service corporation, or professional design firm as registered by the Department shall contain the corporate or assumed business name and design firm registration number, in addition to any other seal requirements.

PENALTIES AND FINES

The design professional Acts are State law. Violations of these Acts are violations of State law that may result not only in civil penalties, but criminal prosecution. Violating any provision of the Acts or their Rules could subject a person to criminal prosecution. The following are some of the offenses:

- Using the title Professional Land Surveyor, Architect or Engineer or any of the derivations of those titles, without holding an active license in this State as such.
- Attempting to use the seal of another.
- Aiding or assisting another to violate an Act.

Each Act provides that the first offense is a Class A misdemeanor; any subsequent offense constitutes a Class 4 felony. In addition to the possibility of criminal prosecution, the Department has the authority to levy civil penalties, up to \$5000 per offense, for violations in the same manner in which it seeks discipline of a licensee. The Attorney General's office has fines and equitable remedies that may be imposed for violations of the Environmental Barriers Act and the Accessibility Code. The failure to follow State law may also impact the coverage of any liability insurance or indemnification policy. Therefore, compliance with State law by the code enforcement official as well as the municipality's elected officials is imperative.

VIOLATIONS REPORTING PROCESS

In order to protect the health, safety and welfare of the public, code enforcement officials are requested to report all violations of the respective design professionals licensing Acts by making a formal complaint with the Department of Professional Regulation.

Under the Rules of the Illinois Architecture Practice Act of 1989, the Illinois Professional Land Surveyor Act of 1989, the Illinois Professional Engineering Practice Act of 1989, and the Illinois Structural Engineering Act of 1989, all licensed design professionals are required to report violations of the respective Acts. This includes violations by design professionals as well as cases of unlicensed practice.

If you have a question regarding the design Acts, contact the Springfield legal office at 217-785-0813 and request to speak with the attorney handling the design professions. Hours are normally Monday through Friday 8:30 a.m. to 5:00 p.m.

If you wish to report a possible violation of the design Acts, contact the Complaint Intake Unit in the Chicago office at 312-814-6910 (See page one for the Department's Chicago address). Hours are normally Monday through Friday 8:30 a.m. to 5:00 p.m. You may file a complaint via the Internet at www.dpr.state.il.us.

Be sure to retain copies of drawings or other documents submitted to the code enforcement office that may form the basis of the complaint (even though the violator may wish to recover them to avoid your filing of the complaint).

Complaints may be filed anonymously if the complainant official feels intimidated or at risk in any manner.

The Department has prepared a form to assist you in filing your complaint, which may be obtained from the Department or the Department's Website at www.dpr.state.il.us. However, a phone call or letter will suffice. Thank you for your help.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

The following responses are based upon the State statutes; however, local ordinances may be more stringent.

1. Are professional engineers and structural engineers required to seal all technical submissions they prepared even though they are sealed by an architect?

Yes. All portions of technical submissions prepared by or under the personal supervision of a professional engineer or structural engineer shall bear that engineer's seal, signature, and license expiration date. Ref: Section 325/14 and Section 340/12

2. I have a set of plans sealed and signed by a Design Professional licensed in a state other than Illinois. Does the plan submittal meet the requirements for a design professional in Illinois?

No. Only Design Professionals currently licensed by the State of Illinois may offer services, design, and seal technical submissions for projects to be constructed in Illinois. Professionals licensed in other states must obtain licensure in Illinois prior to initiation of any services offered or provided for a project within Illinois. The out-of-state Design Professional would be considered practicing in Illinois without a license and may be subjected to civil and criminal penalties. Ref: 305/23.5, Section 330/43, Section 325/42, and Section 340/20.5

3. May companies without any licensed architects, land surveyors, professional engineers or structural engineers on their staff use the words "architect," "architects," "land surveyor," "Land surveyors," "engineer," "engineers," "engineered" or "engineering" in the company name, slogan or advertising?

No. Only those entities, which employ licensed architects, land surveyors, professional or structural engineers who are licensed with the State of Illinois may use the terms in their company name, slogan or advertising. In addition, entities, including sole proprietorships owned and operated by Illinois licensed Design Professionals transacting business under an assumed name, offering professional design services must register with the Department as a professional design firm. Ref: Section 305/21, Section 330/25, Section 325/23, and Section 340/19

4. May an unlicensed person or entity advertise or offer architectural, professional land surveying, professional engineering or structural engineering services?

No. An individual or entity not licensed or registered by the State of Illinois may not advertise or offer professional services, prepare, affix a seal or sign technical submissions. An individual or entity not licensed or registered by the State of Illinois cannot put out any sign or card or other device which might indicate to the public that the individual or entity is a Design Professional or that the individual or entity is qualified to engage in the practice of architecture, professional land surveying, professional engineering or structural engineering unless exempt in the respective Acts or Administrative Rules. (Ref: Section 305/36, Section 330/43, Section 325/39, and Section 340/34

5. Who may use the title of architect, professional land surveyor, professional engineer or structural engineer?

Only individuals who are licensed by the State of Illinois and hold valid professional design licenses may use the title of architect, professional land surveyor, professional engineer or structural engineer.

6. Do "shop drawings" have to be sealed and signed?

Shop drawings, as defined under definitions, are intended as contractor or fabricator details and are not required to be sealed and signed unless otherwise required by the technical submissions.

The Design Professional may specify that certain shop drawings or other contractor compliance submittals be submitted to the Design Professional for review; in such case, the permit holder must assure the Design Professional's continued involvement in the project as necessary for such reviews.

7. Can shop drawings be used in lieu of design drawings for technical submissions?

No. The Design Professional of Record must ensure that the design drawings provide sufficient information for the code enforcement official to evaluate the application for a permit. (Refer to Guidelines for Technical Submissions).

8. Can owner, builder, contractor or code enforcement official make changes to a design professional's previously approved plans?

No. When plans are prepared by an Illinois licensed Design Professional, only that Design Professional may make changes.

9. Who may issue change orders and addenda to technical submissions?

Change orders, additional drawings, and/or addenda that alter technical submissions for structures or buildings must bear the seal and signature of the licensed Design Professional of Record responsible for the modifications, including the design firm registration number, if applicable, and should be submitted to the code enforcement official.

10. Do all components of a building or structure have to be shown on the design drawings?

The design drawings submitted to the code enforcement official must provide all components that affect the health, safety and welfare of the public. The technical submissions must provide sufficient information for the code enforcement official to evaluate the application for a permit. A code enforcement official may require additional design drawings before a permit is granted.

11. May an unlicensed individual prepare plans and specifications for interior space planning and/or remodeling of non-exempted buildings?

Exceptions to the design professions' licensure laws allows alterations that do not result in changes affecting life-safety or structural changes in certain instances. Quite often "interior space planning" involves mechanical/electrical systems and other areas requiring expertise beyond the capabilities of an unlicensed individual. Those systems requiring the application of engineering principles and data must be designed and the documents prepared by an Illinois licensed Professional Engineer, Structural Engineer or Architect. However, buildings previously exempted may require an Illinois licensed Design Professional if there is a change of use or occupancy type.

12. If an unlicensed individual prepares plans for a non-exempt building or structure and applies for a permit for construction, should the code enforcement official suggest the individual seeking a permit contact an architect or engineer to have the plans and specifications reviewed and sealed?

No. The plans and specifications which are signed and sealed by the licensed Design Professional(s) must have been prepared under the direct supervision and control of a licensed Design Professional(s) and must be sealed and signed by the licensed Design Professional(s). The code enforcement official should notify the Department of Professional Regulation.

13. When is a farm building considered a non-exempt building that requires a professional's seal?

Buildings constructed on farmland for the express use in the storage and/or processing of the farmer's livestock and crops are considered exempt buildings. It is recognized that it may be necessary for farmers to work on a reciprocal basis, and therefore, they might occasionally store or process each other's livestock or crops. However, if a building is constructed for the express purpose of occupancy by the general public and is clearly being used for a commercial venture, the building is then subject to the requirements of the design professions practice Acts. Examples of buildings that are non-exempt are grain elevators, produce stores, and horse stables and riding arenas open to the public.

14. Is a Design Professional required to provide construction administration services during the construction phase of a proposed project?

No. Design Professionals are not statutorily required to provide construction administration services. However, an agreement between the owner and a Design Professional for construction administration services is desirable. The Design Professional should participate throughout construction to resolve design questions or to approve any requested design modifications.

If technical submissions specify that shop drawings or other compliance submittals are to be reviewed by the Design Professional, then the Design Professional must be involved in all the phases of the project involving shop drawings.

15. Are there any limitations imposed by the Illinois Architecture Practice Act of 1989 as to an architect's structural design capabilities?

Yes. Administrative Rules for the implementation of the Act require the architect to only undertake those services for which the architect is qualified by education and training in the area of structural design. An architect may not use the title of structural engineer unless licensed as a structural engineer. Ref: Adm. Code Section 1150.90(a)(1)

16. May architects prepare, seal and sign structural calculations and structural drawings?

An architect may seal and sign structural calculations and structural drawings only if prepared by the architect or if the architect has reviewed such portion of the professional work prepared by the architect's licensed consultant and has coordinated its preparation and intends to be responsible for its adequacy. Ref: Adm. Code Section 1150.90(e)(1)

17. May structural engineers prepare, seal and sign technical submissions that include architectural elements?

Structural engineers may prepare, seal and sign technical submissions for buildings or structures. These may include site plans, elevations, floor plans, and other submissions used in the construction process. Licensed structural engineers may practice only within the scope of practice of structural engineering and the licensee's competency. Structural engineers may not use the title architect and may not offer architectural services unless licensed as an architect. Ref: Adm. Code Section 1480.210

18. May a professional engineer prepare, seal and sign architectural drawings?

No. Ref: Section 325/47

19. May a professional engineer prepare, seal and sign a boundary survey?

No. Only a licensed professional land surveyor may seal and sign a boundary survey. Section 330/16

20. May a professional engineer prepare seal and sign structural calculations and structural drawings?

No. Ref: Section 325/47

21. May professional engineers seal design documents that they review and accept responsibility for if such design documents were not prepared by them or under their direct supervision and control?

No. The Act does not permit professional engineers to seal designs that they did not either prepare personally or that were not prepared under their direct supervision and control. Ref. PE Act Section 325/14

22. Are there any further limitations on the types of technical submissions a professional engineer may prepare, seal and sign?

Yes. The professional engineer may only prepare, seal, and sign technical submissions that are within the scope of the engineer's competency and prepared under his personal supervision. Ref: Adm. Code Section 1380.300(b).

23. May a licensed Design Professional prepare landscape drawings without a landscape architect registration?

Yes. Although seal responsibility is not required for such drawings, landscape drawings prepared by Design Professionals to be utilized as technical submissions shall be signed and sealed by the Design Professional.

24. May architects sign and seal drawings prepared by others?

An architect may sign and seal drawings prepared by his/her employees and drawings prepared by employees of other Illinois licensed architects when prepared under the architect's responsible control. An architect may also sign and seal drawings prepared by the architect's Illinois licensed consultants which the architect intends to integrate into his/her work. The architect is obligated to have control over and detailed professional knowledge of the content of the technical submissions during their preparation as is ordinarily exercised by architects applying the required professional standard of care. Merely reviewing or reviewing and correcting the technical submissions prepared by others, even if they are licensed, does not constitute "responsible control" by the architect. Licensed professional engineers and structural engineers are also required to sign and seal any technical submissions they prepare even though they may be signed and sealed by the licensed architect into whose work the technical submissions are integrated. Ref: Section 305/14 and Adm. Code Section 1150.90(e).

25. May code enforcement officials require that only a professional engineer prepare, seal and sign the site grading and site drainage drawings required by the code enforcement official as a condition for permit issuance even though an architect has prepared the site, grading, and drainage plans as part of the technical submissions?

Local jurisdictions may require a licensed professional engineer to seal and sign the site grading and site drainage drawings.

26. Which Design Professionals are permitted to design above or below grade swimming pools which are utilized by the public?

Only architects and structural engineers are permitted to design the structural portions of a swimming pool. Professional engineers are required for the design of the mechanical and electrical systems.

27. Are licensed architects, structural engineers, or professional engineers authorized to perform land surveys, establishing and reestablishing property boundaries, without a professional land surveyor's license?

No. Only licensed professional land surveyors are authorized to perform land surveys. A licensed professional land surveyor or licensed professional engineer may perform surveys of topographic data and elevations.

28. Must each page of a set of technical submissions be sealed and signed by the licensed Design Professional who prepares them?

No. A Design Professional is required to seal and sign the cover or first sheet with an index of the bound set of the technical submissions which may include any calculations. In addition, professional engineers and structural engineers must sign and seal individual portions of technical submissions for which they are legally responsible. Local jurisdictions may require each sheet to be signed and sealed by the design professional responsible for the work. All loose sheets of any kind, including change orders that alter technical submissions and all other documentation or technical submissions are to be individually sealed and signed by the Design Professional.

29. Are licensed Design Professionals required for design of building utilities such as electrical service, steam systems, or refrigeration systems where no changes or additions to the buildings are necessary?

Yes. The intent of the law is that licensed professional be involved in design work pertaining to the lawful practice of architecture, engineering, or land surveying. Use of an architect, professional engineer or structural engineer in this case is not precluded simply because a general contract is not involved in modifications or alterations to a building or structure. Safe design of these systems requires the application of engineering knowledge and analysis. For the protection of the public, which includes employees, these plans must be prepared, sealed and signed by the applicable licensed Design Professional (architect, professional engineer, or structural engineer).

30. Who may prepare, seal and sign electrical, mechanical, plumbing, or fire protection drawings?

Professional engineers may design, seal and sign electrical, mechanical, plumbing and fire protection systems. Architects may prepare, seal and sign such drawings and specifications provided that such design is within the competency of the architect and is incidental to the specific architectural project. An architect may not sign and seal technical submissions not prepared under the architect's responsible control. An architect may not perform "stand-alone" mechanical or electrical design. For complex mechanical or electrical designs, a professional engineer is recommended.

31. May a structural engineer seal and sign drawings prepared by others?

A structural engineer may seal and sign drawings, with the exception of professional engineering technical submissions, prepared by others, provided that the technical submissions have been sufficiently reviewed to ensure that they have met the standards of professional skill and diligence. In reviewing the work of others, the licensed structural engineer shall, where necessary, do calculations, redesign, or any other work necessary to be done to meet such standards. The structural engineer shall retain evidence of having done such review. The documents sealed by the licensed structural engineer should be of no lesser quality than if they had been produced by that licensed structural engineer. The licensed structural engineer who seals the work of others is obligated to provide sufficient supervision and review of such work so that the public is protected. Ref: Section 340/12

32. Are structural connection and erection drawings required to be prepared, sealed, and signed by the Design Professional of Record?

The Design Professional of Record is not required to prepare, seal, and sign structural connection and erection drawings. A professional engineer may not seal such drawings; a licensed structural engineer or architect must prepare, seal, and sign these drawings.

33. When an owner has separate contracts with an architect, structural engineer, and professional engineer, who has responsibility for the coordination of the project?

It is the owner's responsibility to arrange for proper coordination. The licensed Design Professionals of Record will only be required to seal and sign and take responsibility for work prepared by that Design Professional. If a change is made that may affect another Design Professional's work, the Design Professional should notify the owner. A code enforcement official should notify the owner that coordination may be required for design changes.

34. May code enforcement official require a Design Professional to certify that the construction of a project is in conformance with the design documents?

The Design Professional is not statutorily required under the practice Acts to certify that the construction work is in conformance. However, local ordinances may require a statement that to the best of the Design Professional's knowledge and belief, the condition of the project is in conformance with the design documents and applicable building codes. Some jurisdictions require such a statement before a Certificate of Use or Occupancy will be issued.

35. What procedure should a code enforcement official follow when the original Design Professional is no longer the Design Professional of Record and design change or corrections are required?

The code enforcement official should notify the owner of the project that the Design Professional has withdrawn his certification from the project, and it is the owner's responsibility to hire another licensed Design Professional. Multiple seals may be required with clear delineation of the portions of the documents for which each has responsibility.

36. Can Design Professionals of Record withdraw or rescind their seals for monetary reasons?

No. It would be unprofessional conduct. Design Professionals may withdraw their seals if they discover that the construction of the project could adversely affect the public's health, safety, or welfare.

37. What action should a Design Professional take if the Design Professional becomes aware of a decision taken by the design professional's employer or client, against the Design Professional's advise, which violates applicable State or municipal laws and regulations and which will, in the Design Professional's judgment, materially and adversely affect the safety of the public?

The Design Professional shall report the decision to the local inspector or public official charged with the enforcement of the applicable State or municipal laws and regulations, and refuse to consent to the decision, and withdraw the professional's services with respect to the project.

38. In the event that a Design Professional dies or becomes incapacitated during preparation of the technical submissions, must the owner hire a new Design Professional and prepare all new documents?

In the event of the death or incapacity of a Design Professional, a subsequent Design Professional shall be engaged. The subsequent Design Professional may utilize the drawings, specifications, reports or other professional work produced by the deceased or incapacitated Design Professional.

39. May code enforcement officials require the Design Professional of Record to seal and sign the drawings of a licensed consultant?

No. Design Professionals are required to seal and sign what they have personally prepared or what others have prepared under their direct supervision and control. Design Professionals acting as consultants must seal and sign their own technical submissions.

40. May a professional engineer prepare, seal, and sign drawings to add or modify supported equipment such as roof-top-air-handling units or electrical switchgear?

If the addition or modification of the equipment requires additions or modifications to the supporting components, a structural engineer or architect must prepare, seal, and sign appropriate drawings for the supporting components.

41. May a Design Professional show items on technical submissions that require a contractor to provide professional design services?

A Design Professional can schematically show a component or system that a contractor or manufacturer is to provide with properly sealed and signed documentation. However, if the Design Professional shows specific information related to the design, the Design Professional of Record must ensure that the information and design is complete.

42. Do design/build projects require a Design Professional to participate?

Yes. Licensed Design Professionals must be engaged to provide professional services to an owner, contractor, developer or any other participant in the project delivery process. The licensed Design Professionals must participate in all material aspects from the offering to completion.

43. Are professional design firms or individual design professionals required to have liability insurance or to be bonded?

No, not unless required by contract with the owner of the project or by local ordinance.

44. Who is allowed to revise Plats of Survey prepared by an Illinois Professional Land Surveyor and registered Professional Design Firm authorized to offer land surveying services?

Only the preparer, licensed Professional Land Surveyor is allowed to revise or amend the Plat of Survey. No other government agency or professional surveyor may alter a plat.

45. Who can record a plat of subdivision?

Only the Professional Land Surveyor who signs the plat or anyone presenting written authorization from the Professional Land Surveyor.

46. Is a separate registration required for entities which offer design services?

Yes. Any business which includes the practice of architecture, land surveying, professional engineering, and/or structural engineering within its stated purpose, practices, or holds itself out as available to practice architecture, land surveying, professional engineering, and/or structural engineering shall register with the Department as a Professional Design Firm. Authority also must be obtained from the Illinois Secretary of State/Corporate Division to transact business in Illinois for corporations, professional service corporations, limited liability companies, limited liability partnerships, and limited partnerships.

Any sole proprietorship conducting or transacting business under a name other than that reflected on the licensee's license, under an assumed name in accordance with the provisions of the Assumed business Name Act, shall comply with the registration requirements of a professional design firm. For example, a sole proprietorship doing business as "John Doe Architects," "Jane Doe & Associates," or "Bill Smith Engineering" must be licensed as a professional design firm.

Any sole proprietorship NOT owned and operated by an Illinois licensed Design Professional shall be prohibited from offering that professional design service to the public.

47. Is an architect required to sign and seal the construction documents that the architect has prepared for a project that is exempt from the Act and is not located within a jurisdiction that requires the architect to do so?

No. However, if the architect has engaged in activities in connection with the exempt project that would constitute the practice of architecture on a non-exempt project, the architect will be held to the standards of practice otherwise set forth in the Act. While it is not required, it is recommended that the architect sign and seal the documents for construction. Additionally, it is recommended that the architect identify any drawings or other documents not intended to be used for construction by clearly indicating such on the documents.

48. Must a complaint against a Design Professional which is considered to be a violation of the design Act(s) be filed in writing?

No. Complaints may be filed either verbally or in writing and may be made anonymously. The complaint may be filed by telephone at 312-814-6910, by the Internet at www.dpr.state.il.us by a letter to the complaint Intake Unit, Department of Professional Regulation, James R. Thompson Center, 100 West Randolph Street, Chicago, Illinois 60601, detailing the event which led to the complaint. A complaint form may be obtained from the Department or the Department's Website. Copies of all documentation (plans, contracts, business cards, correspondence, etc.) are to be retained by the code enforcement official for future use. Use of the Department's form helps to ensure that the Department has the basic necessary information.