

## Position Statement on Sealed Truss Placement Diagrams for Projects in the State of New Jersey

Released May 9, 2008

### Introduction:

The Truss Placement Diagram (TPD) is not to be viewed as an engineering document except as stated below; rather it is provided to assist the installer in properly locating the trusses within the structure. All the necessary truss engineering and analysis is found on the Truss Design Drawings (TDD).

If a TPD is provided, it is recommended that the Building Designer review and approve the TPD to ensure that the intended load paths have not been altered.

If a Truss Design Engineer were to seal a TPD, it has been suggested that they could inappropriately be held responsible for ensuring the proper flow of loads through the truss to the bearing and support structure below the truss and into the foundation.

A Truss Design Engineer would only undertake Building Designer responsibilities under a special set of circumstances, including that he/she is professionally capable of taking on such responsibility and that he/she are properly compensated for the work.

### Issue:

The following information should be used to provide insight into why component manufacturers should seriously consider all the ramifications of providing seals on a Truss Placement Diagrams (TPD) (also known as a truss placement plan, truss layout, framing plan or framing layout) for projects governed by the *International Building Code 2006, New Jersey Edition*.

This information is based on the *Professional Engineers and Land Surveyors Statutes (45:8-27 through 45:8-60)*<sup>1</sup>, *New Jersey Professional Engineers and Land Surveyors Regulations (Chapter 40)*<sup>2</sup>, and the *International Building Code 2006, New Jersey Edition*<sup>3</sup>.

### Industry Recommendation:

The New Jersey professional engineering law and the *International Building Code 2006, New Jersey Edition* provide the basis upon which to evaluate the need to provide an engineer's seal on a Truss Placement Diagram (TPD).

Section 2303.4.1.3 of the *International Building Code 2006, New Jersey Edition* specifically states "Truss placement diagrams shall not be required to bear the seal or signature of the truss designer." The

<sup>1</sup> [www.state.nj.us/lps/ca/laws/engineers\\_law.pdf](http://www.state.nj.us/lps/ca/laws/engineers_law.pdf)

<sup>2</sup> [www.state.nj.us/lps/ca/laws/pe\\_and\\_ls\\_regulations.pdf](http://www.state.nj.us/lps/ca/laws/pe_and_ls_regulations.pdf)

<sup>3</sup> The International Building Code 2006, New Jersey Edition is based on the 2006 International Building Code: [www2.iccsafe.org/states/newjersey/NJ\\_Building/Building\\_FrameSet.htm](http://www2.iccsafe.org/states/newjersey/NJ_Building/Building_FrameSet.htm)



Prepared with assistance from the Mid Atlantic Structural Building Components Association, a local chapter of SBCA.

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*International Building Code 2006, New Jersey Edition* is based on the *2006 International Building Code (IBC)* but does include revisions. One of these revisions is in Section 2303.4.1.3 on TPDs. The *2006 IBC* contains an exception that stipulates when a TDP should be sealed; the *International Building Code 2006, New Jersey Edition* removed the exception to be clear that the Truss Design Engineer is never required to bear his or her signature on the TPD.

Based on the building code regulations and professional engineering law, unless prepared under the direct supervision of a Registered Design Professional, TPDs do not require a professional engineer's seal.

## Appendix A

### Analysis:

#### ***Construction Documents***

In most jurisdictions, the Building Designer of a non-one and two family dwelling structure must be a RDP, as defined in **Appendix B**. The construction documents should in turn clearly define the scope of the work proposed by the Building Designer.

In preparing the construction documents, the RDP needs to provide the Truss Design Engineer with the information necessary to properly design the trusses for the building. According to *ANSI/TPI 1-2002 Chapter 2* (see **Appendix D**), which is adopted by reference in *International Building Code 2006, New Jersey Edition* [see **Appendix C** (2303.4.2), and (Chapter 35 “Reference Standards”)], the following information should be provided:

#### **ANSI/TPI 1-2002 Chapter 2**

- 2.5.2 The Building Designer...shall provide the following:
  - 2.5.2.1 All Structural Element and Truss orientations and locations;
  - 2.5.2.2 Information to fully determine all Truss profiles;
  - 2.5.2.3 All Structural Element and Truss bearing conditions;
  - 2.5.2.4 The location, direction, and magnitude of all dead and live loads applicable to each Structural Element and Truss...
  - 2.5.2.5 All Structural Element and Truss anchorage designs required to resist uplift, gravity, and lateral loads;
  - 2.5.2.6 Allowable vertical and horizontal deflection criteria and any specific criteria...
  - 2.5.2.7 Proper transfer of design loads affecting the Structural Elements and Trusses;
  - 2.5.2.8 Adequate connections between Trusses and between Structural Elements...but not Truss to Truss girder connections...
  - 2.5.2.9 Permanent bracing design for the Building...and permanent bracing for all Structural Elements and Trusses...
- 2.5.3 The Building Designer shall be responsible for the adequacy of the design of the Building Structural System [and]...shall evaluate the effect of the Trusses and the Structural Elements supplied, on the Building Structural System.

#### ***Truss Design and Preparation of Truss Design Drawings***

Assuming the requisite information is provided within the construction documents issued by the RDP or Building Designer, the Truss Design Engineer’s sole responsibility is to properly design the individual trusses according to this information. Once designed, a truss is then depicted on a TDD. The Truss Design Engineer is therefore specifically responsible for the single truss design depicted on each TDD.

#### ***Who Typically Prepares Truss Placement Diagrams?***

Assuming the requisite information is provided in the Construction Documents, TPD are prepared by component manufacturer personnel who are not typically Truss Design Engineers and many times are the Truss Manufacturer’s salespeople or are individuals who work as truss technicians or truss take-off specialists. All these people are highly trained and skilled in the work they do but are generally non-engineers. Because these TPD are typically prepared outside the Truss Designer Engineer’s scope of work, they may not be reviewed or even seen by the Truss Design Engineer and are therefore not prepared under the Truss Design Engineer’s direct supervision.

#### ***To Require Truss Placement Diagrams to be Sealed Would Violate New Jersey Law.***

Because TPD are generally neither created by nor created under the immediate personal supervision of a licensed design professional, they cannot be sealed. Requesting a Truss Design Engineer to seal a non-registered person’s work is illegal in New Jersey per *Professional Engineers and Land Surveyors Statutes*

(see Appendix E) and *New Jersey Professional Engineers and Land Surveyors Regulations* (see Appendix F), which state in pertinent part:

#### 13:40-3.5 Enumeration of prohibited acts

(a) Misconduct in the practice of professional engineering or land surveying shall include, without limitation:  
... 5. Affixing his or her signature and seal to any plans, specifications, plats or reports or surveys which were not prepared by him or her or under his or her supervision by his or her employees or subordinates.

#### 13:40-8.1 Sealing documents

...(b) The application of a signature and seal to documents relating to the practice of professional engineering and/or land surveying shall indicate that the licensee has provided regular and effective supervision to those individuals performing services which directly and materially affect the quality and competence of the engineering or land surveying work rendered.

...(c) The signature and/or seal signifies that the licensee takes professional responsibility for the document based upon the accepted standards of practice in place at the time the documents were sealed.

...(e) A licensee shall not affix a signature and/or seal to documents constituting the practice of the profession regulated which have been prepared by another person unless such work was performed under the direction and supervision of the licensee.

### ***Why are Truss Placement Diagrams Prepared?***

TPDs are intended to assist customers, erectors and code enforcement officials in positioning or locating the trusses and related structural components supplied by the component manufacturer.

Their function is to serve as detailed installation instructions. They indicate the component manufacturer's assumed location for each truss or related component that has been designed and manufactured.

From this perspective, a truss or related structural building component is no different than a window that is manufactured and in turn installed within a building. A window may be a highly engineered component of a house with specific installation specifications and instructions. However, there is no requirement to provide an engineer's seal on the installation instructions for windows.

### ***The International Code Committee (ICC) Has Recently Codified That Truss Placement Diagrams Should Not Be Sealed***

The 2003 edition of the *International Building Code (IBC)* did not clearly define a TPD. As such, some incorrectly inferred that they were part of the "Truss Design Drawings". To clear up any confusion on this issue, Section 2303 of the 2006 IBC, which again is the nationally recognized model building code the *International Building Code 2006, New Jersey Edition* is based upon, has been revised to include the following regarding "Truss Placement Diagram":

**2006 IBC Section 2303.4.1.3 Truss placement diagram.** The truss manufacturer shall provide a truss placement diagram that identifies the proposed location for each individually designated truss and references the corresponding truss design drawing. The truss placement diagram shall be provided as part of the truss submittal package, and with the shipment of trusses delivered to the job site. Truss placement diagrams shall not be required to bear the seal or signature of the truss designer.

**Exception:** When the truss placement diagram is prepared under the direct supervision of a registered design professional, it is required to be signed and sealed.

In crafting the *International Building Code 2006, New Jersey Edition*, New Jersey took the clarification one step further by removing the above exception all together making it clear that the Truss Placement Diagram never requires a seal and signature from the Truss Design Engineer.

~~Exception: When the truss placement diagram is prepared under the direct supervision of a registered design professional, it is required to be signed and sealed.~~

## Appendix B

### Key Definitions:

#### **BUILDING DESIGNER:**

Owner of the Building or the person that contracts with the Owner for the design of the Framing Structural System and/or who is responsible for the preparation of the Construction Documents. When mandated by the Legal Requirements, the Building Designer shall be a Registered Design Professional.<sup>4</sup>

#### **CONSTRUCTION DOCUMENTS:**

Written, graphic and pictorial documents prepared or assembled for describing the design (including the Framing Structural System), location and physical characteristics of the elements of a Building necessary to obtain a Building Permit and construct a Building.

#### **REGISTERED DESIGN PROFESSIONAL (RDP):**

Architect or engineer, who is licensed to practice their respective design profession as defined by the Legal Requirements of the Jurisdiction in which the Building is to be constructed.

#### **TRUSS DESIGN DRAWING (TDD):**

Written, graphic and pictorial depiction of an individual Truss that includes the design information required per *International Building Code 2006, New Jersey Edition* Section 2303.4.1.2.

#### **TRUSS DESIGN ENGINEER:**

Person who is licensed to practice engineering as defined by the Legal Requirements of the Jurisdiction in which the Building is to be constructed and who supervises the preparation of the Truss Design Drawings.<sup>5</sup>

#### **TRUSS PLACEMENT DIAGRAM (TPD):**

Illustration identifying the assumed location of each Truss.

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<sup>4</sup> Adapted from 2006IBC Section 106.1

<sup>5</sup> Adapted from 2006IBC Section 2303.4

## Appendix C

The language in RED signifies sections of the code or law that have been used in the foregoing document to make it easier for the reader to see the language in context.

### THE INTERNATIONAL BUILDING CODE 2006, NEW JERSEY EDITION:

#### Chapter 23: WOOD

#### SECTION 2303: MINIMUM STANDARDS AND QUALITY

##### 2303.4 Trusses.

**2303.4.1 Design.** Wood trusses shall be designed in accordance with the provisions of this code and accepted engineering practice. Members are permitted to be joined by nails, glue, bolts, timber connectors, metal connector plates or other approved framing devices.

**2303.4.1.1 Truss designer.** The individual or organization responsible for the design of trusses.

**2303.4.1.2 Truss design drawings.** The written, graphic and pictorial depiction of each individual truss shall be provided to the building official and approved prior to installation. Truss design drawings shall also be provided with the shipment of trusses delivered to the job site. Truss design drawings shall include, at a minimum, the information specified below:

1. Slope or depth, span and spacing;
2. Location of joints;
3. Required bearing widths;
4. Design loads as applicable;
5. Top chord live load (including snow loads);
6. Top chord dead load;
7. Bottom chord live load;
8. Bottom chord dead load;
9. Concentrated loads and their points of application as applicable;
10. Controlling wind and earthquake loads as applicable;
11. Adjustments to lumber and metal connector plate design value for conditions of use;
12. Each reaction force and direction;
13. Metal connector plate type, size, thickness or gage, and the dimensioned location of each metal connector plate except where symmetrically located relative to the joint interface;
14. Lumber size, species and grade for each member;
15. Connection requirements for:
  - 15.1. Truss to truss;
  - 15.2. Truss ply to ply; and
  - 15.3. Field splices.
16. Calculated deflection ratio and maximum vertical and horizontal deflection for live and total load as applicable;
17. Maximum axial tensile and compression forces in the truss members; and
18. Required permanent individual truss member bracing and method per Section 2303.4.1.5, unless a specific truss member permanent bracing plan for the roof or floor structural system is provided by a registered design professional.

**2303.4.1.3 Truss placement diagram.** The truss manufacturer shall provide a truss placement diagram that identifies the proposed location for each individually designated truss and references the corresponding truss design drawing. The truss placement diagram shall be provided as part of the truss submittal package, and with the shipment of trusses delivered to the job site. Truss placement diagrams shall not be required to bear the seal or signature of the truss designer.

**2303.4.1.4 Truss submittal package.** The truss submittal package shall consist of each individual truss design drawing, the truss placement diagram for the project, the truss member permanent bracing specification and, as applicable, the cover sheet/truss index sheet.

**2303.4.1.5 Truss member permanent bracing.** Where permanent bracing of truss members is required on the truss design drawings, it shall be accomplished by one of the following methods:

1. The trusses shall be designed so that the buckling of any individual truss member can be resisted internally by the structure (e.g. buckling member T-bracing, L-bracing, etc.) of the individual truss. The truss individual member buckling reinforcement shall be installed as shown on the truss design drawing or on supplemental truss member buckling reinforcement diagrams provided by the truss designer.
2. Permanent bracing shall be installed using standard industry bracing details that conform with generally accepted engineering practice. Individual truss member continuous lateral bracing location(s) shall be shown on the truss design drawing.

**2303.4.1.6 Anchorage.** All transfer of loads and anchorage of each truss to the supporting structure is the responsibility of the registered design professional.

**2303.4.1.7 Alterations to trusses.** Truss members and components shall not be cut, notched, drilled, spliced or otherwise altered in any way without written concurrence and approval of a registered design professional. Alterations resulting in the addition of loads to any member (e.g., HVAC equipment, water heater) shall not be permitted without verification that the truss is capable of supporting such additional loading.

**2303.4.1.8 Truss identification.** Each truss shall be labeled or otherwise indelibly marked at the factory with the individual truss number as assigned in the truss layout plan. The indelible marking or label shall be located on the bottom chord of the truss, inside the bearing points. When indelible markings are used, each digit shall be not less than 1 inch (25 mm) high. When labels are used, the label shall be a minimum of 5 inches by 3 inches (127 mm by 76 mm) and shall be affixed to the truss by a truss plate. Labels shall remain affixed to the truss.

**2303.4.2 Metal-plate-connected trusses.** In addition to Sections 2303.4.1 through 2303.4.1.7, [the design, manufacture and quality assurance of metal-plate-connected wood trusses shall be in accordance with TPI 1.](#) Manufactured trusses shall comply with Section 1704.6 as applicable.

**Chapter 35: REFERENCED STANDARDS**

<b>TPI</b>	Truss Plate Institute 583 D'Onofrio Drive, Suite 200 Madison, WI 53719	
	Standard reference number	Referenced in code section number
TPI 1—2002	Title National Design Standards for Metal-plate-connected Wood Truss Construction . . . . .	2303.4.2, 2306.1

## Appendix D

### ANSI/TPI 1-2002: National Design Standard for Metal Plate Connected Wood Truss Construction:

#### Chapter 2 – Standard Responsibilities in the Design Process Involving Metal Plate Connected Wood Trusses

##### 2.5 BUILDING STRUCTURAL SYSTEM DESIGN DOCUMENTS

- 2.5.1 The Building Designer, through the Structural Design Documents shall provide that the Structural Elements and Trusses shall not be subjected to adverse influences including, but not limited to moisture, temperature, and corrosive chemicals and gases. This provision shall specifically include notice for the Truss Designer of environments expected to result in wood moisture content exceeding 19 percent, and temperatures and/or corrosion potential that are unusually high relative to typical wood buildings.
- 2.5.2 The Building Designer, through the Structural Design Documents shall provide information sufficiently accurate and reliable to be used for facilitating the supply of the Structural Elements and for developing the design of the Trusses for the Building, and shall provide the following:
- 2.5.2.1 All Structural Element and Truss orientations and locations;
- 2.5.2.2 Information to fully determine all Truss profiles;
- 2.5.2.3 All Structural Element and Truss bearing conditions;
- 2.5.2.4 The location, direction, and magnitude of all dead and live loads applicable to each Structural Element and Truss including, but not limited to, loads attributable to: roof, floor, partition including any directions other than given in ANSI/TPI 1-2002, mechanical, fire sprinkler, attic, storage, rain loads and ponding, design wind speed and exposure category, snow, snow drift, unbalanced snow load, and seismic forces;
- 2.5.2.5 All Structural Element and Truss anchorage designs required to resist uplift, gravity, and lateral loads;
- 2.5.2.6 Allowable vertical and horizontal deflection criteria and any specific criteria per ANSI/TPI 1-2002;
- 2.5.2.7 Proper transfer of design loads affecting the Structural Elements and Trusses;
- 2.5.2.8 Adequate connections between Trusses and between Structural Elements, including Truss to Structural Element connections, but not Truss to Truss girder connections except such connections that are excluded from the scope of the Truss Designer's responsibilities.
- 2.5.2.9 Permanent bracing design for the Building, including bracing to resist wind, seismic, or other lateral forces, and permanent bracing for all Structural Elements and Trusses. The permanent bracing design shall incorporate the continuous lateral chord and web member bracing that is designated on the individual Truss Design Drawings into the overall bracing for the entire Building Structural System.
- 2.5.3 The Building Designer shall be responsible for the adequacy of the design of the Building Structural System or the adequacy of the Structural Design Documents. The Building Designer shall evaluate the effect of the Trusses and the Structural Elements supplied, on the Building Structural System.

## Appendix E

### Professional Engineers and Land Surveyors Statutes:

#### 45:8-36. Certificates

**10. Certificates.** The board shall issue a license certificate upon payment of the application fee as provided in this chapter, to any applicant who, in the opinion of the board, has satisfactorily met all the requirements of this chapter, and who has paid the license fee to cover licensure for the year or fraction thereof in which such license is issued. In the case of a licensed professional engineer the certificate shall authorize the practice of the applicant as a "professional engineer" and in the case of a licensed land surveyor as a "land surveyor," or as "professional engineer and land surveyor" when the applicant qualifies in both classifications. Certificates of license shall show the full name of the licensee, shall have a license number and shall be signed by the president and the secretary-director of the board under the seal of the board. The issuance of a license certificate by this board shall be evidence that the person named therein is entitled to all the rights and privileges of a licensed professional engineer or a licensed land surveyor, or as both as the case may be, while said certificate remains unrevoked, unexpired, or is not on a retired status list.

Each professional engineer or land surveyor shall upon receipt of license certificate, obtain a seal of a design authorized by the board, bearing his name, license number and the legend "Licensed Professional Engineer," "Licensed Land Surveyor," or "Licensed Professional Engineer and Land Surveyor," as the case may be. Plans, specifications, plats, and reports issued by persons authorized under this chapter shall be sealed with said seal, during the life of the licensee's certificate, but it shall be unlawful for anyone to stamp or seal any documents with said seal after the certificate of the licensee named thereon has expired, has been revoked, or is on a retired status list, unless said certificate shall have been renewed, reissued or reinstated from retirement status as provided pursuant to section 3 of P.L.1995, c.36 (C.45:8-36.2). The exact method of fulfilling the requirement as to the sealing of documents shall be regulated by the board.

All professional engineers licensed by this board prior to the passage of this chapter, shall continue to practice under the various classifications heretofore granted and within the branches of engineering indicated or may, upon application therefore, and the payment of a fee of \$5.00 receive a new certificate under the title "professional engineer"; provided, said professional engineer presents evidence satisfactory to the board of his qualifications to practice in the field of general engineering comprehended in the title "professional engineer."

All license certificates shall be recorded by the board in the office of the Secretary of State, in a book kept for that purpose and any recording fee as may be provided by law shall be paid by the applicant before the license certificate is delivered.

The examining board shall be empowered to issue a certificate of registration as "Engineer-in-Training" or "Surveyor-in-Training," as the case may be, to an applicant who meets the qualifications outlined elsewhere herein.

An applicant who meets the requirements of this act shall receive a certificate of registration as "Engineer-in-Training," or "Surveyor-in-Training," whichever is applicable, which certificate may remain in effect for a period of 10 years from the date of issuance.

L.1938,c.342,s.10; amended 1950,c.149,s.10; 1977,c.340,s.3; 1992,c.64,s.3; 1995.c.36,s.1.

## Appendix F

### New Jersey Professional Engineers and Land Surveyors Regulations:

#### CHAPTER 40

#### STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS

#### SUBCHAPTER I. PURPOSE AND SCOPE; DEFINITIONS

##### 13:40-1.1 Purpose

The purpose of this chapter is to regulate the practices of professional engineering 'land surveying and home inspection in the State of New Jersey pursuant to N.J.S.A. 45:8-27 et seq.

##### 13:40-1.2 Scope

This chapter shall apply to all applicants seeking licensure as professional engineers, land surveyors and/or home inspectors and all licensees practicing professional engineering, land surveying and home inspecting in the State of New Jersey.

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#### SUBCHAPTER 3. LICENSURE REQUIREMENT; EXEMPTIONS; STANDARDS OF PRACTICE; MISCONDUCT

##### 13:40-3.5 Enumeration of prohibited acts

(a) Misconduct in the practice of professional engineering or land surveying shall include, without limitation:

1. Acting for his or her client or employer in professional matters otherwise than as a faithful agent or trustee; accepting any remuneration other than his or her stated recompense for services rendered.
2. Disregarding the safety, health and welfare of the public in the performance of his or her professional duties: preparing or signing and sealing plans, surveys or specifications which are not of a safe design and/or not in conformity with accepted standards. If the client or employer insists on such conduct the licensee shall notify the proper authorities and withdraw from further service on the project.
3. Advertising in violation of N.J.A.C. 13:40-3.3.
4. Engaging in any activity which involves him in a conflict of interest, including without limitation:
  - i. A licensee shall inform his client or employer of any business connection, interest or circumstance which might be deemed as influencing his judgment or the quality of his services to the client or employer.
  - ii. When in public service as a member advisor or employee of a governmental agency, a licensee shall not participate in the deliberations or actions of such agency with respect to services rendered or to be rendered by the licensee or any firm or organization with which he is associated in private practice.
  - iii. A licensee shall not solicit or accept a professional contract from a governmental agency upon which a principal, officer or employee of his firm or organization serves as a member advisor or employee.
  - iv. A licensee shall not accept compensation or remuneration, financial or otherwise, from more than one interested party for the same service or for services pertaining to the same work, unless there has been full disclosure to and consent by all interested parties.
  - v. A licensee shall not accept compensation or remuneration, financial or otherwise, from material or equipment suppliers for specifying their product.

vi. A licensee shall not accept commissions or allowances directly or indirectly, from contractors or other persons dealing with his client or employer in connection with work for which he is responsible to the client or employer.

**5. Affixing his or her signature and seal to any plans, specifications plats or reports or surveys which were not prepared by him or her or under his or her supervision by his or her employees or subordinates.**

6. Failure to comply with Federal, state or local laws, rules or regulations relating to the practice of the profession.

7. Permitting or allowing any person not appropriately licensed pursuant to N.J.S.A, 45:8-27 et seq. or this chapter to act for or on behalf of the licensee as his representative, surrogate or agent while appearing before any public or private body for the purpose of rendering professional engineering or land surveyor services.

8. Failure to determine and document the identity of the client prior to commencing any work. All correspondence, contracts, bills shall be addressed to that client, unless expressly directed otherwise, in writing, by the client.

9. Failure to keep a client reasonably informed about the status of a matter and promptly comply with reasonable requests for information.

10. Failure to explain a matter to the extent reasonably necessary to permit the client to make informed decisions.

11. Failure of a licensee to respond in writing within 30 days to a written communication from the State Board of Professional Engineers and Land Surveyors with respect to any investigative inquiry relating to the possible violation of any statute or regulation administered by the Board, and to make available any relevant records with respect to such an inquiry. The 30-day period shall begin on the day when such communication was sent from the Board by certified mail with return receipt requested to the address appearing on the last registration.

12. Rendering engineering or land surveying services and/or professional opinions when not qualified by training, education, and experience in tile specific discipline of professional engineering and/or land surveying that is involved.

13. Engaging in any activity which results in suspension, revocation or surrender of a professional license or certification in another jurisdiction.

14. Failure to comply with the requirements set forth in N.J.A.C. 13:40-5.1(d) and 5.2 concerning the waiver of the setting of corner markers.

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## **SUBCHAPTER 8. SEALING AND TITLE BLOCK REQUIREMENTS FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

### **13:40-8.1 Sealing documents**

(a) All sealing of documents shall be done with an impression-type seal the design of which shall be authorized by the Board and shall contain the name and license number of the professional engineer or land surveyor and the legend "Licensed Professional Engineer," "Licensed Land Surveyor" or "Licensed Professional Engineer and Land Surveyor," as tile case may be. Alternatives such as digital seals or rubber stamp facsimiles of the seal shall not be permitted.

**(b) The application of a signature and seal to documents relating to the practice of professional engineering and/or land surveying shall indicate that the licensee has provided regular and effective supervision to those individuals performing services which directly and materially affect the quality and competence of the engineering or land surveying work rendered.**

1. The following documents shall be signed and sealed and shall contain the name of the professional business entity ands if appropriate, the entity's certificate of authorization number:

- i. Maps, plats, reports, descriptions, plans, design specifications certifications or similar documents; and
- ii. Shop drawings for the construction of buildings, structures and related equipment or for other purposes, the preparation of which requires engineering calculations and/or engineering input. Catalog information and standard product information shall be exempt from the requirements of this section.

(c) The signature and/or seal signifies that the licensee takes professional responsibility for the document based upon the accepted standards of practice in place at the time the documents were sealed.

(d) 'Where the document includes the work of more than one professional each professional shall sign and seal the document with clear reference to the work that he or she has performed. See N.J.A.C. 13:40-8.6 for title block requirements.

(e) A licensee shall not affix a signature and/or seal to documents constituting the practice of the profession regulated which have been prepared by another person unless such work was performed under the direction and supervision of the licensee.

(f) Incomplete and/or all draft plans, documents and sketches, whether advanced or preliminary copies, shall be conspicuously identified and may be signed but shall not be sealed.

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## SUBCHAPTER 9. RESPONSIBLE CHARGE OF ENGINEERING OR LAND SURVEYING WORK

### 13:40-9.1 Supervision of subordinates; maintaining records of adequate supervision; acts reflecting inadequate supervision

(a) A licensee in responsible charge of all engineering or land surveying project shall render regular and effective supervision to those individuals performing services which directly and materially affect the quality and competence of engineering or land surveying work rendered by the licensee.

(b) A licensee shall maintain such records as are reasonably necessary to establish that the licensee exercised regular and effective supervision of all engineering or land surveying project of which he was in responsible charge.

(c) A licensee engaged in any of the following acts or practices shall be deemed not to have rendered the regular and effective supervision required herein:

1. The regular and continuous absence from principal office premises from which professional services are rendered' except for performance of field work or presence in a field office maintained exclusively for a specific project;
2. The failure to personally inspect or review the work of subordinates where necessary and appropriate;
3. The rendering of a limited, cursory or perfunctory review of plans or projects ill lieu of art appropriate detailed review;
4. The failure to personally be available on a reasonable basis or with adequate advance notice for consultation and inspection where circumstances require personal availability.



Prepared with assistance from the Mid Atlantic Structural Building Components Association, a local chapter of SBCA.  
View all SBCA *Tech Notes* at [www.sbcindustry.com/technotes.php](http://www.sbcindustry.com/technotes.php)