



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

BOARD OF REGISTRATION FOR ARCHITECTS
ENGINEERS, AND LAND SURVEYORS

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June 1, 2018

Mark Morris
2375 Jordan Ave.
Juneau, AK 99801

RE: Sealing Change Orders

Dear Mr. Morris,

The Board of Architects, Engineers, and Land Surveyors met on May 3-4, 2018 and discussed the appropriateness of the practices you described in your email to AELS Executive Administrator dated April 16, 2018.

Question No. 1. *If a registrant has signed their final design documents (drawings and specifications), do they have to sign construction change orders, requests for information (RFIs), design clarification/verification requests (DCVRs), reviewed shop drawings, reviewed submittals, etc. **when** the registrant has changed the design from the final design documents by use of the instruments stated?*

For example, the change in the design could be contained in the (a) technical description of the change order, (b) answer to the RFI or DCVR, (c) review comments on a shop drawing or submittal or (d) approval of a shop drawing or submittal that differed from the design where the designer noted and approved the change on the shop drawing or submittal.

If drawings are substantively modified during the construction project, then a seal on the revised plan would be required. Technical descriptions and clarifications that provide additional information about the design are not considered changes to the design drawings and therefore, not required to be sealed.

Question No. 2. *In practice, it has been at the discretion of the registrant to determine when they need to change the final design documents and re-issue them (with a new seal) due to a change in the design. Common practice is to re-issue drawings or specifications for major design changes or when the registrant believes it is necessary to re-issue in order to prevent confusion about how the design is being changed.*

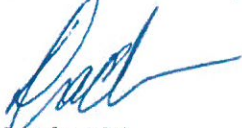
The board's position on this matter is that the decision to seal modified drawings be at the discretion of the registrant sealing the documents. The use of professional judgement is required to

determine a substantive modification and best practices suggest that any significant changes to drawings be sealed.

If you have any additional questions, please forward them to our Executive Administrator, Alysia Jones (907.465.1676/ alysia.jones@alaska.gov).

Respectfully yours,

BOARD OF ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

A handwritten signature in blue ink, appearing to read 'D. Hale', with a long horizontal flourish extending to the right.

David Hale, PLS
Chair