

JEFFERSON COUNTY, WEST VIRGINIA

Engineering Department

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Memorandum

TO: Home Builders, Contractors, Engineers and Architects

FROM: Roger Goodwin
Chief County Engineer/Building Code Official

DATE: April 15, 2005

SUBJECT: Building Code - **Technical Memo No. 5**
Professional Seal on Plans, Reports, and Certification Letters

The policy on professional seals shall be as follows:

1. All professional architectural or engineer's seals on building plans, reports, or certification letters, etc., shall be a West Virginia seal by an architect or engineer who is currently licensed to practice in the state of West Virginia.
2. In accordance with state licensing laws, the seal shall be signed and dated. The signature shall be an original signature. No signature facsimiles are allowed.
3. Professional seals from any state other than West Virginia are not allowed.
4. Use of professional seals shall follow:

"The Professional Use of Seals; Requirements Regarding the Practice of Architecture and Engineering in West Virginia";

...a guide developed jointly by the following licensing boards:

West Virginia State Board of Registration for Professional Engineers
300 Capitol Street, Suite 910
Charleston, WV 25301
304-558-3554
www.wvpebd.org

West Virginia Board of Architects
P.O. Box 9125
Huntington, WV 25704-0125
304-528-5825
www.wvbrdarch.org