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**18 VAC 10-20-10. Definitions.** 

Section 54.1-400 of the Code of Virginia, as amended, provides definitions of the following terms and phrases as used in this chapter:

**Architect** 

Board

Certified interior designer

Certified landscape architect

Interior design by a certified interior designer

Land surveyor. When used in this chapter, land surveyor shall include surveyor photogrammetrist unless stated otherwise or the context requires a different meaning.

Practice of architecture

Practice of engineering

Practice of land surveying

Practice of landscape architecture

Professional engineer

As used in this chapter, unless the context requires a different meaning:

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"Board" means the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects.

"Comity," means the recognition of licenses or certificates issued by other states, the District of Columbia, or any territory or possession of the United States as permitted by § 54.1-103 C of the Code of Virginia.

"Department" means the Department of Professional and Occupational Regulation.

"Direct control and personal supervision" shall be that degree of supervision by a person overseeing the work of another whereby the supervisor has both control over and detailed professional knowledge of the work prepared under his supervision.

"Good moral character" shall include, but shall not be limited to, compliance with the standards of practice and conduct as set forth in this chapter.

"Landscape architect" means an individual who has been certified as a landscape architect pursuant to the provisions of this chapter and is in good standing with the board to practice in the Commonwealth.

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"Licensed" means an individual who holds a valid license issued by the board, which has not been suspended or revoked, and who is currently registered with the board to practice in the Commonwealth in accordance with § 54.1-405 of the Code of Virginia.

"Place of business" means any location which offers to practice or practices through licensed or certified professionals the services of architecture, engineering, land surveying, certified landscape architecture and certified interior design. A temporary field office set up for project-specific services is not a place of business.

"Professional" means an architect, professional engineer, land surveyor, landscape architect or certified interior designer.

"Regulant" means a licensee, certificate holder or registrant.

"Resident" means a professional who is in said place of business a majority of the operating hours of the place of business.

"Responsible charge" means there shall be a professional in direct control and exercising personal supervision of each professional service offered or practiced. Direct control and personal supervision requires more than reviewing the work prepared by another person.

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"Surveyor photogrammetrist" means a person who by reason of specialized knowledge in the area of photogrammetry has been granted a license by the board to survey land in accordance with Chapter 4 of Title 54.1 of the Code of Virginia for the determination of topography, contours and/or location of planimetric features using photogrammetric methods or similar remote sensing technology.

### 18 VAC 10-20-280. Fee schedule.

All fees are nonrefundable and shall not be prorated.

Application for Fundamentals of Surveying	\$ 60
Application for Principles of Surveying	\$ 90
Application for Surveyor Photogrammetrist	\$ 90
Application for Land Surveyor B	\$ 90
Renewal	\$ 90
Comity	\$ 90
Out-of-state proctor	\$ 100
Dishonored check	\$ 25

### **18 VAC 10-20-295. Definitions.**

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"Absolute horizontal positional accuracy" means the value expressed in feet or meters that represents the uncertainty due to systematic and random errors in measurements in the location of any point on a survey relative to the defined datum at the 95 percent confidence level.

"Approved land surveying experience" means diversified training in land surveying under the supervision and direction of a licensed land surveyor or under the supervision and direction of an individual authorized by statute to practice land surveying. This experience shall have been acquired in positions requiring the exercise of independent judgment, initiative and professional skill in the office and field and written verification of such work experience shall be on forms provided by the board. Experience may be gained either prior to or after education is obtained. Notwithstanding the definition of "approved land surveying experience," the requirements set forth in 18 VAC 10-20-310 shall not be waived.

"Approved photogrammetric surveying or similar remote sensing technology experience" means diversified training in photogrammetric land surveying under the supervision and direction of a licensed land surveyor, licensed surveyor photogrammetrist, or under the supervision and direction of an individual authorized by statute to practice land surveying or photogrammetry. This experience shall have

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been acquired in positions requiring the exercise of independent judgment, initiative and professional skill in the office and field and written verification of such work experience shall be on forms provided by the board. Experience may be gained either prior to or after education is obtained. Notwithstanding the definition of "approved photogrammetric surveying or similar remote sensing technology experience," the requirements set forth in 18 VAC 10-20-310 shall not be waived.

"Relative horizontal positional accuracy" means the value expressed in feet or meters that represents the uncertainty due to random errors in measurements in the location of any point on a survey relative to any other point on the same survey at the 95 percent confidence level.

### 18 VAC 10-20-300. Requirements for land surveyor-in-training (LSIT) designation.

The education or experience, or both, and examination requirements for the LSIT designation are as follows:

1. An applicant who has graduated from, or is enrolled in, a board-approved surveying or surveying technology curriculum of four years or more approved by the board and is within 12 months of completion of degree requirements is eligible for the Fundamentals of Land Surveying

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examination. Upon passing such examination, and providing evidence of graduation, the applicant will receive the LSIT designation. For those applicants who are within 12 months of completion of degree requirements, their application must be accompanied by a certificate of good standing from the dean of the school;

- 2. An applicant who has graduated from a curriculum of four years or more related to surveying as approved by the board and with a specific record of one year of approved land surveying experience shall be admitted to an examination in the Fundamentals of Land Surveying. Upon passing such examination, the applicant shall receive the LSIT designation;
- 3. An applicant who has earned at least a four-year bachelor's degree in a field unrelated to surveying and with a specific record of three years of approved land surveying experience that is progressive in complexity. The applicant shall be admitted to an examination in the Fundamentals of Land Surveying.

  Upon passing such examination, the applicant shall receive the LSIT designation;
- 4. An applicant who has graduated from a surveying curriculum of two years or more approved by the board with a specific record of four years of approved

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land surveying experience that is progressive in complexity shall be admitted to an examination in the Fundamentals of Land Surveying. Upon passing such examination, the applicant shall receive the LSIT designation;

- 5. An applicant who has successfully completed a survey apprenticeship program approved by the board with at least 480 hours of surveying related classroom instruction with a specific record of six years of approved land surveying experience that is progressive in complexity shall be admitted to an examination in the Fundamentals of Land Surveying. Upon passing such examination, the applicant shall receive the LSIT designation; or
- 6. An applicant who has graduated from high school and who has evidence of successful completion of courses in algebra, geometry and trigonometry with a specific record of eight years of approved land surveying experience that is progressive in complexity shall be admitted to an examination in the Fundamentals of Land Surveying. Upon passing such examination, the applicant shall receive the £SIT designation.
- 7. Applicants who have accumulated college credits may apply credit hours approved by the board to help meet the experience requirement. One year of

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experience credit will be given for 40 semester hours of approved college credit.

## 18 VAC 10-20-310. Requirements for a licensed land surveyor <u>or surveyor</u> photogrammetrist.

An LSIT who, after meeting the requirements of 18 VAC 10-20-300, has a specific record of four years of approved land surveying experience of which a minimum of three years experience has been progressive in complexity and has been on land surveying projects under the supervision of a licensed land surveyor shall be admitted to an examination in the Principles and Practice of Land Surveying and the Virginia state specific examination. Upon passing such examination, the applicant shall be granted a license to practice land surveying, provided the applicant is otherwise qualified.

B. An SIT who, after meeting the requirements of 18 VAC 10-20-300, has a specific record of four years of approved photogrammetric surveying or similar remote sensing technology experience of which a minimum of three years experience has been progressive in complexity and has been on photogrammetric surveying or similar remote sensing technology projects under the supervision of a licensed land surveyor or licensed surveyor

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photogrammetrist shall be admitted to a board approved surveyor photogrammetrist examination and the Virginia state specific examination.

Upon passing such examinations, the applicant shall be granted a license to practice photogrammetric surveying, provided the applicant is otherwise qualified.

- C. In lieu of the provisions of subsection B, any person presently providing photogrammetric or similar remote sensing technology services with any combination of at least eight years of board approved education and progressive experience in photogrammetry or similar remote sensing technology, four or more of which shall have been in responsible charge of photogrammetric mapping projects meeting National Map Accuracy Standards or National Standard for Spatial Data Accuracy, or equivalent, may be licensed to practice photogrammetric surveying provided an individual submits an application to the board which provides evidence to the satisfaction of the board of the following:
  - The applicant submits to the board certified proof of graduation
    from high school or high school equivalency that is acceptable to
    the board, both with evidence of successful completion of courses
    in algebra, geometry and trigonometry either by transcript or

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examination, or certified proof of a related higher degree of education, or other evidence of progressive related higher education acceptable to the board;

- 2. The applicant submits to the board satisfactory proof and evidence of employment as a photogrammetrist or similar remote sensing technology in responsible charge as defined in 18 VAC 10-20-310.D providing such services within any of the fifty states, the District of Columbia, or any territory or possession of the United States. Evidence of employment shall include verification of the applicant's progressive experience by their supervisor and by the applicant's clients of the applicant's personal involvement in a minimum of five projects;
- 3. The applicant must submit three references with the application, all of whom shall be licensed land surveyors in a state or territory of the United States;
- 4. Notwithstanding the provisions of 18 VAC 10-20-350.E, the applicant shall pass an examination on Virginia regulations and statutes governing the practice within the first two consecutive

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examination administrations after being approved for the examination; and

- 5. The applicant shall apply to the board and submit an application fee for licensure within one year of (insert the effective date of these regulations) or until such time as the examinations required by 18 VAC 10-20-310.B are available, whichever is later. After (insert the effective date of these regulations plus one year), or when the examinations required by 18 VAC 10-20-310.B become available, whichever is later, no person shall be eligible to apply for licensure as a surveyor photogrammetrist pursuant to this section.
- D. Within the context of 18 VAC 10-20-310.C, responsible charge of photogrammetric or similar remote sensing technology mapping projects means technical supervision of:
  - 1. Assessing the project needs and constraints and accuracies;
  - 2. Creating the project plan including determining data standards;

- 3. Creating overall project specifications;
- 4. Determining flight lines and appropriate photogrammetric control required for project accuracies and constraints;
- Reviewing and approval of aerotriangulation results, prior to map compilation and certification of the final report of project control;
- 6. Determining the appropriate features to be collected, how they are to be collected, annotated, stored;
- 7. Editing and reviewing of collected data and features;
- 8. Reviewing of equipment, technology, and procedures that meet project requirements;
- 9. Determining final data standards and quality control for a project;
- 10. Reviewing and approving the final map products, deliverables, files, and spatial data;

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- 11. Checking and editing final map data for specified completeness

  and accuracies including project reports, metadata, and any
  associated databases;
- 12. Project management; and
- 13. Other duties requiring decision-making, control, influence, and accountability of the project.
- E. Any person licensed pursuant to the terms of subsections B or C shall be licensed as a surveyor photogrammetrist.

### 18 VAC 10-20-340. Experience standards.

An applicant shall submit written verification from a licensed land surveyor, licensed surveyor photogrammetrist, or an individual authorized by statute to practice land surveying of work experience from each employment engagement utilized as land surveying experience on forms provided by the board.

18 VAC 10-20-350. Examinations; grading; reexamination.

- A. The examination for land surveying under § 54.1-400 of the Code of Virginia shall consist of two parts. Part I shall consist of the Fundamentals of Land Surveying. Part II shall consist of an examination in the Principles and Practice of Land Surveying, or a board approved surveyor photogrammetrist examination, and a Virginia state specific examination. These examinations shall be given semiannually at times designated by the board.
- B. The examination for land surveying under § 54.1-408 of the Code of Virginia (Land Surveyor B) shall be given at times designated by the board.
- C. Unless otherwise stated, applicants approved to sit for an examination must register and submit the required examination fee to be received in the board office at a time designated by the board. Applicants not properly registered shall not be allowed into the examination site.
- D. Candidates shall be notified of passing or failing but shall not be notified of actual scores. Only the board and its staff shall have access to examination papers, scores and answer sheets. Examinations may not be reviewed.

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E. Should the applicant not pass an examination within three years after being authorized to take the examination, the applicant must reapply and meet all current entry requirements.

## 18 VAC 10-20-360. Licensure by comity.

A. A person holding a current license to engage in the practice of land surveying, issued to the applicant by other states, the District of Columbia, or any territory or possession of the United States based on requirements that do not conflict with and are at least as rigorous as these regulations and supporting statutes of this board that were in effect at the time of original licensure, may be licensed without further examination except for the Virginia state specific examination. No person shall be so licensed, however, who has not passed an examination in another jurisdiction that was substantially equivalent to that approved by the board at that time. If the applicant does not meet the requirements for licensure in Virginia that were in effect at the time of original licensure, the applicant shall be required to meet the entry requirements current at the time the completed application for comity is received in the board's office. All applicants shall be required to pass a written Virginia state specific examination. The examination shall

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include questions on law, procedures and practices pertaining to land surveying in Virginia.

B. A person holding a current license to engage in the practice of land surveying or photogrammetric surveying issued to the applicant by other states, the District of Columbia or any territory or possession of the United States based on requirements that do not conflict with and are at least as rigorous as the provisions contained in 18 VAC 10-20-310.C may be licensed as a surveyor photogrammetrist without further examination except for the Virginia state examination provided that the applicant was originally licensed prior to the ending date of the provisions contained in 18 VAC 10-20-310.C.

18 VAC 10-20-380. Minimum standards and procedures for surveys determining the location of physical improvements; field procedures; office procedures.

A. The following minimum standards and procedures are to be used for surveys determining the location of physical improvements on any parcel of land or lot containing less than two (2) acres or metric equivalent (sometimes also known as "building location surveys", "house location surveys", "physical surveys", etc.) in the Commonwealth of Virginia. The application of the

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professional's seal, signature and date as required by these regulations shall be evidence that the survey determining the location of physical improvements is correct to the best of the professional's knowledge and belief, and complies with the minimum standards and procedures set forth in this section.

B. The professional shall determine the position of the lot or parcel of land in accordance with the intent of the original survey and shall set or verify permanent monumentation at each corner of the property, consistent with the monumentation provisions of subdivision C 4 of 18 VAC 10-20-370; all such monumentation other than natural monumentation, shall, when feasible, be identified by temporary witness markers (which may be wooden).

When the professional finds discrepancies of sufficient magnitude to warrant, in his opinion, the performance of a land boundary survey (pursuant to the provisions of 18 VAC 10-20-370), he shall so inform the client or the client's agent that such land boundary survey is deemed warranted as a requisite to completion of the physical improvements survey.

The location of the following shall be determined in the field:

- Fences in the near proximity to the land boundary lines and other fences which may reflect lines of occupancy or possession.
- 2. Other physical improvements on the property and all manmade or installed structures, including buildings, stoops, porches, chimneys, visible evidence of underground features (such as manholes, catch basins, telephone pedestals, power transformers, etc), power lines and poles, and telephones lines and poles.
- Cemeteries, if known or disclosed in the process of performing the survey; roads or travelways crossing the property which serve other properties; and streams, creeks, and other defined drainage ways.
- 4. Other visible evidence of physical encroachment on the property.

- C. The plat reflecting the work product shall be drawn to scale and shall show the following, unless requested otherwise by the client and so noted on the plat:
  - 1. The bearings and distances for the boundaries and the area of the lot or parcel of land shall be shown in accordance with record data, unless a current, new land boundary survey has been performed in conjunction with the physical improvements survey. If needed to produce a closed polygon, the meander lines necessary to verify locations of streams, tidelands, lakes and swamps shall be shown. All bearings shall be shown in a clockwise direction, unless otherwise indicated.
  - 2. North arrow, in accordance with record data.
  - Fences in the near proximity to the land boundary lines and other fences which may reflect lines of occupancy or possession.

- 4. Improvements and other pertinent features on the property as located in the field pursuant to subsection B of this section.
- 5. Physical encroachments, including fences, across a property line shall be identified and dimensioned with respect to the property line.
- 6. On parcels where compliance with restriction is in question, provide the closest dimension (to the nearest 0.1 foot) or metric equivalent from the front property line, side property line, and if pertinent, rear property line to the principal walls of each building. Also, all principal building dimensions (to the nearest 0.1 foot) or metric equivalent.
- 7. Building street address numbers, as displayed on the premises, or so noted if no numbers are displayed.
- 8. Stoops, decks, porches, chimneys, balconies, floor projections, and other similar type features.

- 9. Street name(s), as posted or currently identified, and as per record data, if different from posted name.
- 10. Distance to nearest intersection, based upon record data. If not available from record data, distance to nearest intersection may be determined from best available data, and so qualified.
- 11. Building restriction line(s) per restrictive covenants, if shown on the record subdivision plat.
- 12. The caption or title of the plat shall include: the type of survey performed; lot number, block number, section number, and name of subdivision, as appropriate, or if not in a subdivision, the name(s) of the record owner; town or county, or city; date of survey; and scale of drawing.
- 13. Adjoining property identification.

- 14. Easements and other encumbrances set forth on the record subdivision plat, and those otherwise known to the professional.
- 15. A statement as to whether or not a current title report has been furnished to the professional.
- 16. Professional's seal, signature and date.
- 17. Name and address of the land surveyor or registered business.
- D. Notwithstanding the monumentation provisions of subsection B of this section, or any other provision of these regulations, a professional, in performing a physical improvements survey, shall not be required to set corner monumentation on any property when corner monumentation is otherwise required to be set pursuant to the provisions of a local subdivision ordinance as mandated by § 15.2-2240 of the Code of Virginia, or by subdivision A 7 of § 15.2-2241 of the Code of Virginia, or where the placing of such monumentation is covered by a surety bond, cash escrow, set-aside letter, letter of credit, or other performance guaranty. When monumentation

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is not required, the surveyor shall clearly note on the plat "no corner markers set" and the reason to include name of guarantors.

- E. Notwithstanding anything in this chapter, this chapter shall be construed as to comply in all respects with § 54.1-407 of the Code of Virginia.
- F. In no event may this chapter be interpreted or construed to require the professional to perform work of a lesser quality or quantity than that which is prudent or warranted under the existing field conditions and circumstances.

# 18 VAC 10-20-382. Minimum standards and procedures for surveys determining topography; field procedures; office procedures.

A. The minimum standards and procedures set forth in this section are to be used for topographic surveys performed in the Commonwealth of Virginia pursuant to Chapter 4 of Title 54.1 of the Code of Virginia. The application of the professional's seal, signature and date as required by these regulations shall be evidence that the topographic survey is correct to the best of the professional's knowledge and belief, and complies with the minimum standards and procedures.

- B. Minimum field and office procedures. The following information shall be shown on or contained in all plats, maps, or digital geospatial data including metadata used to depict the results of the topographic survey:
  - 1. Physical improvements on the property, all man-made or installed structures, as well as visible evidence of underground features (such as manholes, catch basins, telephone pedestals, power transformers, etc.), and utility lines and poles shall be shown or depicted when they are visible based on the methodology and scale. If the methodology or scale prevents the depiction of physical improvements on the property, all man-made or installed structures, as well as visible evidence of underground features (such as manholes, catch basins, telephone pedestals, power transformers, etc.), and utility lines and poles, then such notice shall be clearly stated on or contained in the map, plat, or digital geospatial data including metadata.
  - 2. <u>Elevations shall be provided as spot elevations, contours or digital</u> terrain models.

- 3. On-site bench mark(s) shall be established with reference to vertical datum, preferably North American Vertical Datum (NAVD), and shown in the correct location.
- 4. The title of the topographic survey identifying the land surveyed and showing the state, county or city in which property is located.
- 5. Name of the individual or entity for whom the survey is being performed.
- Date, graphic scale, numerical scale, and contour interval of plat,
   map, or digital geospatial data including metadata.
- 7. Depiction and definition of north used for the survey.
- 8. Names of highways, streets and named waterways shall be shown.
- 9. The horizontal and vertical unit of measurement, coordinate system, and datums, including adjustments if applicable.
- 10. The following minimum positional accuracies shall be met:

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## a. Scale and contour interval combinations:

Map or Plat Scale	<u>Contour Interval</u>
1" = 20'	1 or 2 feet
1" = 30'	1 or 2 feet
1" = 40'	1 or 2 feet
1" = 50'	1 or 2 feet
<u>1" = 100'</u>	1 or 2 feet
<u>1" = 200'</u>	2, 4 or 5 feet
<u>1" = 400"</u>	4, 5 or 10 feet

## b. Vertical accuracy standards:

	Contours - Vertical	Spot Elevations - Vertical
	Positional Accuracy	Positional Accuracy
Contour line 1' interval	± 0.60 feet	± 0.30 feet
Contour line 2' interval	± 1.19 feet	<u>± 0.60 feet</u>
Contour line 4' interval	<u>± 2.38 feet</u>	<u>± 1.19 feet</u>
Contour line 5' interval	± 2.98 feet	± 1.49 feet
Contour line 10' interval	± 5.96 feet	<u>± 2.98 feet</u>
Positional Accuracy is given at the 95 percent confidence level.		

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## c. Horizontal accuracy standards:

Well defined ground points - Horizontal (Radial) Positional				
<u>Accuracy</u>				
Man an Diat Casia	Absolute Horizontal	Relative Horizontal		
Map or Plat Scale	Positional Accuracy	Positional Accuracy		
1" = 20'	<u>± 0.8 feet</u>	$\pm 0.20$ feet		
<u>1" = 30'</u>	<u>± 1.1 feet</u>	$\pm 0.30 \text{ feet}$		
<u>1" = 40'</u>	<u>± 1.5 feet</u>	<u>± 0.40 feet</u>		
<u>1" = 50'</u>	<u>± 1.9 feet</u>	$\pm 0.50 \text{ feet}$		
<u>1" = 100'</u>	<u>± 3.8 feet</u>	<u>± 1.00 feet</u>		
<u>1" = 200'</u>	<u>± 7.6 feet</u>	<u>± 2.00 feet</u>		
<u>1" = 400'</u>	<u>± 15.2 feet</u>	<u>± 4.00 feet</u>		
Positional Accuracy is given at the 95 percent confidence level.				

The accuracy standards tables as shown are not intended to be acceptable in all situations. The professional shall be responsible to perform the work to the appropriate quality and extent that is prudent or warranted under the existing field conditions and circumstances.

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Metric or other unit of measurements shall meet an equivalent positional accuracy.

Map or plat scales, or contour intervals, other than those defined in these tables shall meet an equivalent positional accuracy.

11. A statement, in the following form, shall be shown on or contained in plats, maps, or digital geospatial data including metadata:

This	(provide description of the project) was
completed under the dire	ct and responsible charge of,
	(Name of Surveyor or
Surveyor Photogrammetr	rist) from an actual Ground or
Airborne (check the one	that is applicable) survey made under my
supervision; that the image	gery and/or original data was obtained on
(Date):	; and that this plat, map, or digital
geospatial data including	metadata meets minimum accuracy
standards unless otherwis	se noted

18 VAC 10-20-392. Photogrammetric Surveys.

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The use of photogrammetric methods or similar remote sensing technology to perform any part of the practice of land surveying as defined in Chapter 4 of Title 54.1 of the Code of Virginia, shall be performed under the direct control and supervision of a licensed land surveyor or a licensed surveyor photogrammetrist.

## **18 VAC 10-20-395. Standard of Care.**

In no event may the requirements contained in sections 18 VAC 10-20-280 through 18 VAC 10-20-392 of this chapter be interpreted or construed to require the professional to perform work of a lesser quality or quantity than that which is prudent or warranted under the existing field conditions and circumstances.

#### 18 VAC 10-20-760. Use of seal.

A. The application of a professional seal shall indicate that the professional has exercised complete direction and control over the work to which it is affixed. Therefore, no regulant shall affix a name, seal or certification to a plat, design, specification or other work constituting the practice of the professions regulated which has been prepared by an unlicensed or uncertified person or firm unless such work was performed under the direction and supervision of the regulant while under the regulant's contract

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or while employed by the same firm as the regulant. If a regulant is unable to seal completed professional work, such work may be sealed by another regulant only after thorough review and verification of the work has been accomplished to the same extent that would have been exercised if the work had been done under the complete direction and control of the regulant affixing the professional seal.

- B. A regulant shall apply a stamp or a preprinted or electronic seal to final and complete original cover sheets of plans, drawings, plats, technical reports and specifications and to each original sheet of plans, drawings or plats, prepared by the regulant or someone under his direct control and personal supervision.
  - 1. All seal imprints on the cover or first sheet of final documents shall bear an original signature and date. "Final Documents" are completed documents or copies submitted on a client's behalf for approval by authorities or recordation. In such cases, the cover sheet of the documents or copies shall contain a list of drawings included in the set on which a seal, original signature and date shall be affixed for all regulated disciplines. Every page of the submission, other than the cover, may be reproduced from originals which contain the

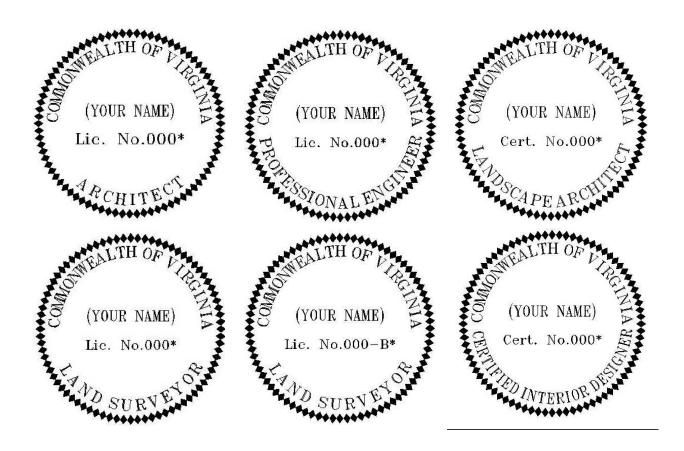
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seal, original signature and date by each discipline responsible for the work.

- a. An electronic seal, signature and date is permitted to be used in lieu of an original seal, signature and date when the following criteria, and all other requirements of this section, are met:
  - 1. It is a unique identification of the professional;
  - 2. It is verifiable;
  - 3. It is under the professional's direct and sole control;
  - 4. It is linked to the document file in such a manner that changes are readily determined and visually displayed if any data contained in the document file was changed subsequent to the electronic seal, signature and date having been affixed to the document; and
  - 5. Changes to the document after affixing the electronic seal, signature and date shall cause the electronic seal, signature and date to be removed or altered in such a way as to invalidate the electronic seal, signature and date.

- In addition, once the electronic seal, signature and date is applied to the document, the document shall be in a viewonly format if the document is to be electronically transmitted.
- Incomplete plans, documents and sketches, whether advance or preliminary copies, shall be so identified on the plan, document or sketch and need not be sealed, signed or dated.
- 3. All plans, drawings or plats prepared by the regulant shall bear the regulant's name or firm name, address and project name.
- 4. The seal of each regulant responsible for each profession shall be used and shall be on each document that was prepared under the regulant's direction and for which that professional is responsible. If one of the exemptions found in § 54.1-402 of the Code of Virginia is applicable, a professional licensed or certified by this board shall nevertheless apply his seal to the exempt work.

- 5. Application of the seal and signature indicates acceptance of responsibility for work shown thereon.
- 6. The seal shall conform in detail and size to the design illustrated below and shall be two inches in diameter. The designs below may not be shown to scale:



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\* The number referred to is the last six-digit number as shown on the license or certificate.

The number is permanent. Leading zeros contained in the six-digit number may be omitted from the seal.