

Nevada

# Statutes & Regulations Relating to Stamp/Seal, Signing and Submittals

## NRS 625.383 Stamp.

1. Each professional engineer and professional land surveyor shall obtain a stamp of the design authorized by the Board, bearing his or her name and license number and the legend "Professional Engineer" followed by the discipline for which he or she is qualified or the legend "Professional Land Surveyor," respectively.
2. To facilitate the obtaining of a stamp by a professional engineer or professional land surveyor pursuant to subsection 1, the Board shall, upon request, provide its authorized design to any retailer or manufacturer of stamps. A professional engineer or professional land surveyor may obtain his or her stamp from any retailer or manufacturer of stamps.
3. A professional land surveyor shall not use the legend "Professional Engineer."

## NAC 625.610 Stamps, seals and signatures on documents; revision of original plans.

1. Upon being issued a license, each licensee may, at his or her own expense, obtain a stamp or seal that conforms with of the requirements of this section.
2. A person who is licensed in more than one discipline of engineering shall use a separate stamp or seal for each discipline, except that a person who is licensed in the disciplines of civil engineering and structural engineering may use a single stamp or seal for both disciplines. A stamp or seal must be approximately 1.7 inches in diameter and conform to one of the following designs, as applicable:



3. The image made by a stamp or seal:
  - (a) Must be opaque and permanent;
  - (b) Must state the name of the licensee;
  - (c) Must contain the license number of the licensee;
  - (d) Must state the particular discipline in which the licensee is licensed; and
  - (e) May state the expiration date of the license of the licensee.
4. Each licensee shall validate a stamp or seal by adding his or her signature legibly across or adjacent to the face of the image made by the stamp or seal. The licensee shall also include the date of stamping or sealing and, if the stamp or seal does not include the date of expiration of his or her license, the date of expiration. The name of the licensee, the particular discipline in which the licensee is licensed and the license number of the licensee must be legible. Except as otherwise provided in NRS 427A.755, the licensee may not use a stamp to produce his or her signature.
5. When a licensee signs, stamps or seals a document containing the work of others, the licensee represents that the licensee has prepared or has been in responsible charge of the production of the entire document unless the

licensee includes a written statement adjacent to his or her signature, stamp or seal identifying the portion of the document that the licensee prepared or for which the licensee had responsible charge of the work.

6. For the purposes of NRS 625.565, a professional engineer has “responsible charge of the work” and may sign, stamp or seal plans, specifications, plats or reports which were not prepared by the professional engineer:
  - (a) If the professional engineer personally supervises the work on the plans, specifications, plats or reports to the degree that he or she is satisfied that the work is completed in a proper and professional manner; or
  - (b) Where the plans, specifications, plats or reports are not prepared under his or her personal supervision, if the professional engineer or persons under his or her personal supervision review the plans, specifications, plats or reports and make tests, calculations or changes in the work as necessary for the professional engineer to determine that the work has been completed in a proper and professional manner.
7. A licensee who signs, stamps or seals a document which was not prepared by him or her but for which the licensee had responsible charge of the work is subject to disciplinary proceedings pursuant to chapter 625 of NRS for any errors in that document as if it was prepared by the licensee. This subsection does not exempt any other licensee who prepared the document from disciplinary action for his or her errors in that document.
8. Pursuant to NRS 625.565, all surveying maps and records, and all engineering plans, specifications, reports or other documents that are submitted to obtain permits, are released for construction or are issued as formal or final documents to clients, public authorities or third parties must bear:
  - (a) The signature of the licensee;
  - (b) The stamp or seal of the licensee;
  - (c) The date of signing; and
  - (d) The expiration date of the license of the licensee.
9. If the license of a licensee expires after the licensee submits, releases or issues a document described in subsection 8, the licensee is not required to sign, stamp or seal the document again to include an updated expiration date of the license unless changes are made to the document after the document is submitted, released or issued.
10. A licensee with responsible charge of the work contained in a document described in subsection 8 may have an electronically prepared seal and digital signature applied to such a document which is electronically submitted, released or issued only if:
  - (a) Secure encryption methods are in place that identify the licensee and which track changes made to the document after the document is submitted, released or issued; and
  - (b) The licensee believes adequate protections are in place to prevent fraud or misuse of the digital signature.
11. If an agency reviewing an interim document, other than a document listed in subsection 10, requires a licensee to stamp the interim document, the document must be clearly marked in substantially the following manner to show the intended purpose of the document:
  - (a) “For review only”;
  - (b) “Not for construction”; or
  - (c) “Preliminary.”
12. A licensee is not required to stamp the following documents:
  - (a) An engineering as-built plan or record plan;
  - (b) A report which includes observations concerning the progress of the construction of a project; or
  - (c) An estimate of the costs of a project.
13. For projects that are still in design and that are not under construction or yet constructed, a licensee may revise original plans prepared by another licensee only if:
  - (a) The licensee proposing to revise the plans:
    - (1) Obtains the consent of the licensee who prepared the original plans; or
    - (2) Is part of the same firm that prepared the original plans;

- (b) The proposed revisions are within the scope of practice of the licensee proposing to revise the plans;
- (c) The licensee proposing to revise the plans assumes full responsibility for those revisions and the effects of those revisions upon the remainder of the project; and
- (d) The revisions to the original plans comply with applicable state and local laws.

**NAC 625.611 Plans, maps and specifications submitted to public authority: Contents; stamps and signatures.**

1. Plans or maps submitted to a public authority must include:
  - (a) The name, address, electronic mail address and telephone number of the firm which submits the plans or maps;
  - (b) The name and location of the project for which the plans or maps are submitted; and
  - (c) The date the plans or maps were printed or finalized for electronic submission and a statement which indicates whether the plans or maps are preliminary or final.
2. If the plans or maps submitted to a public authority are:
  - (a) Original plans or maps, each sheet of the plans or maps must be dated, stamped and signed by each licensee who had responsible charge of the work indicated on the sheet. If the licensee is a licensed professional engineer, the licensee must date, stamp and sign the plans for each discipline of engineering for which the licensee is licensed that is related to the work for which the licensee is responsible.
  - (b) Copies of the original plans or maps, the cover sheet and the first sheet for each discipline of engineering of the plans must be dated and stamped and include a signature of the licensee who had responsible charge of the work indicated on the sheet.
3. Each set of specifications submitted to a public authority must include a table of contents or cover sheet that:
  - (a) Indicates the discipline of engineering that is the source of each specification; and
  - (b) Contains the stamp of, and is signed and dated by, each licensee who had responsible charge of that discipline.

**NAC 625.612 Reports, studies, test results, certifications and calculations submitted to public authority: Stamps and signatures.**

Each report, study, test result, certification or calculation which is submitted to a public authority must be stamped, signed and dated by the licensee who had responsible charge of that report, study, test result, certification or calculation.

**NAC 625.613 Documents prepared by licensee: Inclusion of supplemental information; contents.**

1. Details, shop drawings, descriptions of products or any other information which is prepared by a manufacturer, supplier or installer of a product or system may be included in a document which has been prepared and stamped by a licensee.
2. Each document which is prepared by a licensee must include:
  - (a) A description of the document;
  - (b) The date the document was printed or finalized for electronic submission;
  - (c) The name, address, electronic mail address and telephone number of the licensee's firm; and
  - (d) The name and location of the project for which the document was prepared.