

CONTACTS

BOARD OF ENGINEERS AND ARCHITECTS:

Main Office: (402) 471-2021

Compliance Officer: (402) 471-9602

For more brochures/materials: (402) 471-3044

STATE FIRE MARSHAL:

Main Office: (402) 471-2027

LOCAL FIRE MARSHAL:

Name: _____

Phone: _____

Email: _____

LOCAL BUILDING OFFICIAL/INSPECTOR:

Name: _____

Phone: _____

Email: _____

LOCAL ELECTRICAL OFFICIAL/INSPECTOR:

Name: _____

Phone: _____

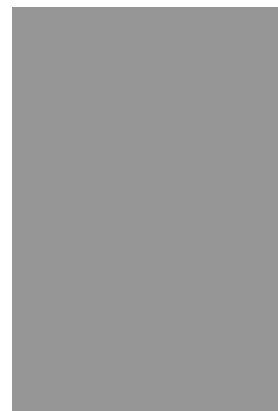
Email: _____

This information provided by:

Nebraska Board of Engineers and Architects
PO Box 95165, Lincoln, NE 68509-5165
402-471-2021 | ea.nebraska.gov

THE LICENSEE SEAL

A Guide to Sealing Technical Documents in Nebraska



**STATE OF NEBRASKA BOARD OF
ENGINEERS AND ARCHITECTS**

USE OF THE SEAL

Each person licensed as an architect or professional engineer must have a seal that bears the licensee's name, their license number, the words "State of Nebraska," and whether the individual is licensed to practice as a professional engineer, with discipline specified, or an architect.

The purpose of the seal is to assist in identification of the design professional responsible for work performed under the requirements of the E&A Act.

Additionally, the seal is a visible acknowledgment that the professional meets the minimum standards established by the state and is a reminder of their duty to clients and the public to safeguard life, health, property, and promote the general welfare.

DIRECT SUPERVISION OF WORK

Licensees are responsible for providing adequate security over their seal and signature wherever it appears, regardless of whether the signature and seal is produced electronically or by other means.

In order to exercise full professional knowledge of and control over work, a licensee in direct supervision of architectural or engineering work must:

- Have and exercise the authority to review and to change, reject, or approve both the work in progress and the final work product, through a continuous process of examination, evaluation, communication, and direction throughout the development of the work;
- Be personally aware of the project's scope, needs, parameters, limitations, and special requirements;
- Be capable of answering questions relevant to the architectural or engineering decisions made as part of the services provided, in sufficient detail to demonstrate reasonable knowledge of and proficiency in the work; and
- Be reasonably satisfied with the product of the services rendered and accept full responsibility for the work.

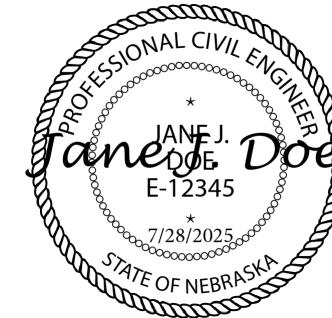
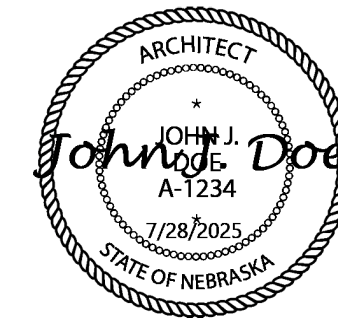
SEALING DOCUMENTS

The responsible architect or professional engineer shall identify all work that they have prepared, as well as all work that has been prepared under their direct supervision, by applying their seal to each sheet of original drawings.

A valid seal includes three elements — the circular stamp itself, the licensee's signature, and the date of sealing.

The signature and date should be across the face of the seal. If this results in an illegible seal, signature, or date, licensees should exercise their professional judgment to ensure that all three components appear as one unit and are legible.

Below are examples of properly signed and dated seals:



All specifications, reports, studies, and other documents prepared as architectural or professional engineering services shall be sealed on the title page and/or the first page, as well as the last page, of the document by the individual architect or professional engineer responsible for the work.

Two or more architects or professional engineers may affix their signatures and seals to a sheet provided it is designated by a note under the seal the specific subject matter for which each is responsible.

Nebraska is one of the few states that license engineers in specific disciplines. However, a licensed professional engineer can practice in any discipline of engineering in which they are competent to practice through training, education, and experience.

TECHNICAL SUBMISSIONS

Technical submissions are designs, drawings, specifications, studies, and other technical reports that constitute, or may be prepared in conjunction with, a project.

Technical submissions that constitute the practice of architecture or engineering shall include both:

- the name of the project, and
- the address or location of the project.

If a street address has not been determined, legal descriptions are allowed. You will need to be as specific as possible.

This information is required on each drawing, and the cover page and/or first page of specifications, reports, studies, and other documents.

Additional information is also required, depending on whether the work is or is not being performed through an organization. If the work **is not** being performed through an organization, technical submissions must include:

- the licensee’s name, and
- contact information.

If the work **is** being performed through an organization(s), technical submissions must include:

- the organization(s) legal name or DBA,
- contact information, and
- the organization(s) Certificate of Authorization number(s).

When sealing large specifications involving the work of multiple licensees where it may be cumbersome to coordinate sealing the first and last page of each specification section, the licensee may affix their seal on separate sheets placed at **both** the front and back of the specifications, listing each section that the licensee prepared in accordance with the E&A Act.

If sealed standards such as drawings, details, and specifications prepared by a jurisdiction are used in a project, the name of the jurisdiction which prepared the standards shall be noted on the technical submissions.

TEMPORARY PERMITS

Architects and professional engineeres holding a temporary permit will use their seal from the state of verified licensure when sealing documents pertaining to the Nebraska project, and must accompany this seal with the template issued by the Board.



Name: John Doe
Nebraska Temporary Permit Number: T-2019
Expiration Date: October 26, 2026
Project Name: 123 Office Park
Project Location: 123 Colorado Ave, Minden, NE 68959

THE COORDINATING PROFESSIONAL

The Coordinating Professional must use the following language in conjunction with their individual seal for identification as the Coordinating Professional:

“I, (name of licensee), am the Coordinating Professional on the (name of project) project.”



I, Jane J. Doe, am the Coordinating Professional on the (name of the project) project.

SEAL/INFORMATION TYPE	ON DRAWINGS	SPECIFICATIONS, REPORTS, STUDIES, AND OTHER DOCUMENTS
Seal of licensee(s) who prepared the work	Each sheet	Cover/first page and last
Coordinating Professional’s seal/ designation (if applicable)	Cover sheet	Cover sheet
Project name and address/location (required on all projects)	Each sheet	Cover/first page
Licensee information for work not done through an organization(s), OR	Each sheet	Cover/first page
Organization(s) information for work done through an organization(s), including the Coordinating Professional’s organization, if applicable	Each sheet, except cover sheet only for Coordinating Professional	Cover/first page

FREQUENTLY ASKED QUESTIONS

How do I obtain a seal?

Architects and professional engineers in Nebraska can create their own digital seal, or can buy one from any source. No matter where the seal is sourced, its design should match the design provided by the Board to each licensee at the time of license issuance.

Does Nebraska allow electronic seals and signatures?

Yes. Electronic seals and signatures are allowed in Nebraska. The seal, signature, and date must be legible. Refer to *Neb. Rev. Stat. §§ 81-3437* and Chapter 6 of the Board’s Rules for correct usage.

Do I have to sign my name exactly as it appears on my seal?

You will need to sign your full legal name. However, you may abbreviate your middle initial.

Can my seal be in colors other than black?

Yes. However, it is recommended to use black or blue ink.

Do I need to seal plans marked as “draft”?

Documents clearly marked “Draft” prepared for preliminary submission and review do not require the professional’s seal, signature, and date, including documents prepared for a client or governmental agency, unless otherwise required by that entity.

How should one handle changes or revisions to plans when a new design professional takes over the work of another?

This can happen when, for example, a licensee stops working on a project and a new one steps in to take direct supervision of the work. The new design professional must review, revise as appropriate, and seal. If the original design professional did not provide written consent for the adaptation or such permission cannot be reasonably obtained, the new design professional must provide a written explanation of the circumstances that prevented permission from being obtained.