



MEMORANDUM

GENERAL SUBJECT: Signing and Sealing of Plans and Documents by Licensed Professional Engineers	NUMBER: MD 317-09 (Revised)
SPECIFIC SUBJECT: Signing and sealing responsibilities of the designated responsible person	DATE: June 8, 2009
DIRECTED TO: District Materials Engineers	SIGNATURE: Charles A. Babish, P.E. State Materials Engineer <i>Signature on original copy of memorandum</i>

In December, 2007, a committee was formed by direction of Mr. Malcolm T. Kerley, P. E., Chief Engineer, to develop a policy and guidance on what documents needed to be signed and sealed by a licensed professional engineer, in accordance with §54.1-402.1 of the Code of Virginia. The purpose of this memorandum is to provide guidance to the appropriate Materials staff as to which documents prepare by their responsible person must be signed and sealed by a licensed professional engineer.

The following plans are required to be signed and sealed by a licensed professional engineer:

- 1) Advertised construction plans
 - a) Pavement typical section sheet
 - b) Special Design Slopes Typical Section
 - c) Ground Improvement/Subgrade Stabilization Detail Sheet
 - d) Pavement Rehabilitation Detail Sheets
 - e) Pipe/Minor Structure Foundation Detail Sheet

The plan sheets noted above have a section at the top of the sheet where the seal and electronic signature can be affixed.

The following reports are required to be signed and sealed:

- 1) Pavement Rehabilitation Reports
- 2) Soil Surveys
- 3) Geotechnical Data Reports
- 4) Minor Structure Foundation Reports

The seal and electronic signature is to be affixed at the bottom center of the cover sheet of the report prepared by the responsible person. When the reports are reviewed, a concurrence letter can be

attached to the front of the report (if the reviewer is in full agreement with the contents of the report), but the concurrence letter does not need to be sealed. If the reviewer does not agree with the responsible person's recommendations, they should go back to the original designer to resolve the issue(s).

The following plans are required to be signed by the District Geologist/Geotechnical Engineer but not sealed:

- 1) Geology Log Sheets

The geology log sheet is a data sheet and does not require any engineering design work to develop, therefore, does not need to be sealed.

Of special note:

- For locally administered projects, please refer to the *Guide for Local Administration of Virginia Department of Transportation Projects*. This document can be found on the Local Assistance Division webpage at: <http://www.virginiadot.org/business/local-assistance.asp>.

This memorandum is effective for all RAAP projects starting with a December 2009 advertisement date. The effective date for No Plan RAAP, SAAP projects and for all technical documents requiring to be sealed and signed is July 1, 2009.

cy:	Commissioner	Virginia Transportation Research Council
	Chief Engineer	Virginia Ready-Mixed Concrete Association
	Chief of Operations	Precast Concrete Association of Virginia
	Division Administrators	Virginia Transportation Construction Alliance
	Residency Administrators	Virginia Dept. of Minority Business Enterprise
	District Materials Engineers	Federal Highway Administration
	District Construction Engineers	American Concrete Paving Association
	District Maintenance Engineers	NE Chapter, Southern Region
	Areas Construction Engineers	Old Dominion Highway Contractors Association
	Virginia Asphalt Association	