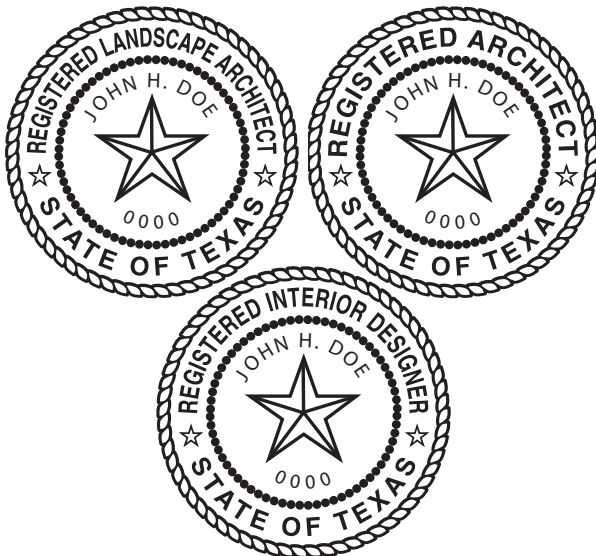


SEAL DESIGN AND APPEARANCE

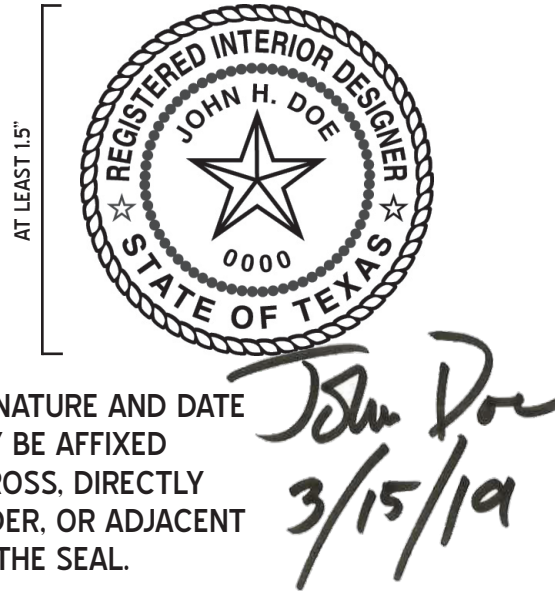
The seal can be either a rubber stamp, impression seal, or electronic as long as it will produce a clearly visible and legible image of the seal when copied or reproduced.

The design of the seal must be the same as the design of the sample seal shown here except the name of the registrant and the registrant's registration number must be substituted for the name and registration number shown.

The diameter of the seal must be no smaller than one and one-half (1.5) inches.



SEALING DONE PROPERLY



SIGNATURE AND DATE
MAY BE AFFIXED
ACROSS, DIRECTLY
UNDER, OR ADJACENT
TO THE SEAL.

SEALING DONE IMPROPERLY



SIGNATURE AND
DATE OBSCURE
NAME AND
REGISTRATION
NUMBER.



SEAL IMAGE IS TOO SMALL;
MUST BE 1.5" OR MORE
ON ORIGINAL SEALED
DOCUMENT. (SMALLER SEAL
IMAGES DUE TO REDUCED
COPY SIZES SUCH AS 11x17
ARE ALLOWED).



TEXAS Board of
Architectural Examiners
Architects • Landscape Architects • Registered Interior Designers

USING YOUR PROFESSIONAL SEAL

December 2021

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WHEN AND HOW TO USE YOUR PROFESSIONAL SEAL

Architects, landscape architects, and registered interior designers in Texas are required to seal, sign, and date construction documents that they prepare or that are prepared under their supervision and control, if the documents are issued for regulatory approval, permitting, or construction in Texas.

Some important things to remember when using the seal:

- The registrant's seal and signature and the date of signing must be affixed in a manner that is clearly visible and legible.
- The registrant's signature and date may not conceal the name or registration number on the seal.
- The image of the seal must be of the same design as that shown in the seal rules. The signature must be that of the design professional who sealed the document.
- Seals, signatures, and dates may be affixed electronically.
- Each sheet of drawings or electronic equivalent of drawings must be sealed.

- Drawings and specifications included in addenda, change orders, construction change directives, and other supplemental documents must be sealed/ signed/dated.
- If specifications are issued in a bound grouping that includes a table of contents or index listing each specification, the seal/ signature/ date must be placed in at least one conspicuous location on the bound document.
- Any individual specification sheet that is issued separately (not in a bound grouping) must be sealed/ signed/ dated individually.
- If an architect, landscape architect, or registered interior designer issues a drawing or specification NOT intended for regulatory approval, permitting, or construction, the following information is required to be printed on the document:
 - » the architect's, landscape architect's, or registered interior designer's name
 - » the date the document is issued
 - » the statement: "Not for regulatory

approval, permitting, or construction."

- In a feasibility study, each drawing(s) and specification(s) included in the feasibility study must be signed/sealed/ dated if issued for regulatory approval, permitting, or construction. Alternatively, if the drawings and specifications in a feasibility study are not to be used for regulatory approval, permitting or construction, the drawings and specifications must be marked with:
 - » the architect's, landscape architect's, or registered interior designer's name
 - » the date the document is issued
 - » the statement: "Not for regulatory approval, permitting, or construction."
- Once a construction document bearing an architect's, landscape architect's, or registered interior designer's seal is issued, the seal may not be removed.

The complete text of the seal rules is available on the board's Web site, www.tbae.texas.gov (see subchapter F of the rules) or you may contact our office at 512.305.9000 to request a copy.