

**MANUAL**

for

**CODE ENFORCEMENT OFFICIALS**

and

**DESIGN PROFESSIONALS**

To Comply with the

Illinois Architecture Practice Act  
Illinois Professional Land Surveyor Act  
Illinois Professional Engineering Practice Act  
Illinois Structural Engineering Practice Act

This manual is not law itself, and is not intended to expand or change the meaning or intent of any state laws, but is intended to provide guidance as to the Department's interpretation and enforcement of the existing laws.



STATE OF ILLINOIS

**DEPARTMENT OF PROFESSIONAL REGULATION**

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*FOREWORD*

This manual has been prepared and published by the Illinois Department of Professional Regulation with the assistance of the design professions Boards. The purpose of this manual is to provide guidance to code enforcement officials and design professionals for implementing and understanding practical application of the Acts regulating the practices of architecture, professional land surveying, professional engineering, and structural engineering.

The information is provided as part of a continuing effort of the Department of Professional Regulation to safeguard the health, safety and welfare of the citizens of Illinois through proper enforcement of the legal requirements of the design professions licensing and practice Acts. This manual is not law itself, and is not intended to expand or change the meaning or intent of any state laws, but is intended to provide guidance as to the Department's interpretation and enforcement of the existing laws. The current Acts as amended and published by the Secretary of State in the "Laws of Illinois" govern over any information in this manual. Copies of the Acts and Administrative Rules are available on the Department's Web site at [www.dpr.state.il.us](http://www.dpr.state.il.us)

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DESIGN PROFESSIONS BOARDS

Architecture Licensing Board  
Land Surveyors Licensing Board  
State Board of Professional Engineers  
Structural Engineering Board

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## INTRODUCTION

The regulation of Illinois design professionals and the enforcement of building codes have a common goal: protection of public health, safety and welfare. The consequences of lapses may be tragic. Consider, for example, the loss of over 100 lives in the skywalk collapse of the Kansas City Hyatt Hotel, the destruction by fire of the original McCormick Place Convention Center in Chicago, and the loss of life caused by an industrial chemical release in Bhopal, India. The safety and quality of such facilities can be enhanced by careful coordination among licensed design professionals and code enforcement officials.

The responsibility of the Department of Professional Regulation and the licensing Boards is to safeguard the health, safety and welfare of Illinois citizens by assuring the adequacy of buildings, structures, engineering works, and land surveys of property in this State. These guidelines, which have been developed by the Department and the licensing Boards are being provided to code enforcement officials and design professionals as an aid in understanding the requirements of the laws and regulations governing the practice of architecture, land surveying, professional engineering and structural engineering in Illinois and to better enable them to carry out their difficult jobs. It is not intended to expand or change the meaning or intent of any state laws, but is intended to provide guidance as to the Department's interpretation and enforcement of existing laws. A local jurisdiction's laws must conform to the applicable state laws.

Building codes and professional licensing laws are meant to work together. Although the charge is much the same, the approach differs. Code enforcement officials review construction documents and monitor construction of new and existing buildings and structures for code compliance. The Department of Professional Regulation with the assistance of the licensing Boards attempts to ensure that all who practice architecture, land surveying, professional engineering, and structural engineering are licensed and qualified to practice. Only those who have met recognized professional qualifications through education, professional experience, examination and licensure may plan, design and administer the contracts for construction of buildings, structures and facilities affecting the public. In the spirit of service to the public, this Manual has been prepared to assist the code enforcement official in better understanding the critical role of design professionals by ensuring performance standards have been met through compliance with the laws regulating the design professions in Illinois. Code enforcement officials may, in turn, rely on the Department of Professional Regulation as a source of information, support and enforcement.

The Department has the power, duty and authority to investigate violations of the design professions Acts and to discipline violators accordingly. Code enforcement officials, on the other hand, enforce building code requirements.

So, while the code enforcement officials rely on the Department to ensure that licensed design professions are competent, the Department relies on the code enforcement officials to ensure that only properly licensed professionals design, prepare, seal and sign technical submissions.

## **LICENSURE REQUIREMENTS FOR DESIGN PROFESSIONALS**

Design Professionals (Architects, Professional Land Surveyors, Professional Engineers and Structural Engineers) are licensed persons who have demonstrated to the State through the respective Boards that qualifications for licensure meet the standards of professional competence to practice their profession. Qualifications are based on completion of a required level of professional education, a training or experience period as an intern practicing the profession under the direct supervision and control of a design professional, and passage of a comprehensive examination to assure the public of their ability to practice the profession and meet the standards of care necessary to protect the health, safety, and welfare of the public.

Licenses are renewed periodically. Code enforcement officials should verify current licensure by checking the expiration date shown adjacent to the seal and assure themselves that the person responsible for affixing the professional's seal and original signature has either personally prepared the work or has had it prepared by individuals over whom the professional has exercised direct supervision and control. (See definitions). A code enforcement official may verify a license by accessing "License Lookup" on the Department's Web site at [www.dpr.state.il.us](http://www.dpr.state.il.us)

## **REGISTRATION REQUIREMENTS FOR PROFESSIONAL DESIGN FIRMS**

The design professions Acts require any business that offers and/or provides professional design services to be registered with the Department as a Professional Design Firm. The only exception to this statutory requirement is a sole proprietorship offering services in his/her name as licensed and not employing other individuals for which licensure is required. Registration requires the entity to provide information as to its composition and organization (articles of incorporation or certificate of foreign authority to transact business in Illinois, partnership agreement), officers, partners, principals, members, managers and office locations along with the resident licensed design professional in responsible charge of providing professional services at that office location. The Department's "License Lookup" on the Department's Web site may be used by the code enforcement official to verify the type of business entity, the firm registration number, and the expiration of registration. Otherwise, they may contact the Department for verification.

Any sole proprietorship who holds an active license to practice architecture, professional engineering, structural engineering or land surveying and who transacts business under the real name of the sole proprietor, as reflected on the licensee issued by the Department, is not required to be registered with the State as a professional design firm beyond the individual licensee who owns and operates the practice. However, any sole proprietorship, owned and operated by an Illinois licensed design professional, conducting or transacting business (as a design professional) under an assumed name is required to register as a professional design firm. Any sole proprietorship not owned by an Illinois licensed design professional shall be prohibited from offering professional engineering services to the public.

The regulations requires that all technical submissions prepared by the Professional Design Firm shall contain the design firm registration number issued by the Department.

## **GUIDELINES FOR CODE ENFORCEMENT OFFICIALS**

Code enforcement officials' responsibilities relative to the design professions licensing and practice Acts include, but are not limited to, the following:

### **Technical Submissions Reviews**

Technical submissions for construction projects filed for approval for buildings, structures, or engineering works and plats of survey are to be prepared under the direct supervision and control of the design professional sealing and signing the documents in accordance with Guidelines for Technical Submissions as they apply to the specific project. Such documents should be reviewed by the code enforcement official to assure conformance with local laws, zoning, deed restrictions, codes and regulations, as well as applicable State and Federal laws. Technical submissions for all non-exempt buildings or works are to have the seal(s) and original signature(s) of the design professional(s) with a current valid license who prepared or caused the submissions to be prepared. Seals shall be affixed in accordance with the respective Acts. Technical submissions for exempt projects shall also comply with all standards and codes, but shall not require a design professional's seal. The Professional Design Firm registration number shall be included on the technical submissions.

### **Permit Issuance**

Permits for construction should be issued only for projects which comply with the above requirements.

Before a permit can be issued by the local jurisdiction, the owner may need to have secured other special permits on his behalf such as from the Illinois Historic Preservation Agency, the U.S. or Illinois Environmental Protection Agency, the U.S. or Illinois Department of Transportation, the Corps of Engineers, Department of Natural Resources, the U.S. Coast Guard, Federal Aviation Administration, or other federal, state or local agencies and jurisdictions. The owner or his agent should investigate fully what codes and regulations pertain to the site.

### **Monitoring of Conformance to Conditions of Permit**

Provisions of local ordinances and codes may require the code enforcement official and a design professional to monitor the project during progress of the work for conformance with the technical submissions and requirements.

### **Modifications of Technical Submissions**

No modifications to technical submissions shall be made except by the Design Professional(s) of Record who signed and sealed the documents. Such modifications are to be filed with the code enforcement official. All modifications shall have the Design Professional's seal(s) and original signature(s) affixed.

### **Certificate of Occupancy Completion**

On request of the permit holder to the code enforcement official, a final inspection should be made to ascertain that all construction substantially conforms to the technical submissions and applicable laws, ordinances and codes. When all requirements of the code enforcement official's jurisdiction are met, a certificate of use and occupancy should be issued to signify the completion and acceptance by the local jurisdiction. Although not required by the design professions Acts, the Design Professional of Record should also review the final inspection.

## DEFINITIONS

### **Architect**

An "Architect" is a person who is qualified by education, training, experience, and examination and who is licensed under the laws of this State to practice architecture. (See definition of Practice of Architecture).

### **Certificate of Use and Occupancy**

The "certificate of use and occupancy," which is issued by the code enforcement official, permits the use of a building, structure, or engineering works in accordance with the approved plans and specifications and certifies compliance with the provisions of the law for the use and occupancy of the building, structure, or engineering works in its several parts together with any special stipulations or conditions of the permit.

### **Code Enforcement Official**

The "Code Enforcement Official" is the individual identified by the local jurisdiction having responsibility for the enforcement of the local, county, and state building codes for that jurisdiction.

### **Construction Documents**

"Construction documents" are technical submissions. See definition of technical submissions.

### **Contract Documents**

"Contract documents" are documents between the parties to the contract and include technical submissions. See the definition of technical submissions.

### **Design Professional**

"Design Professional" means an architect, professional land surveyor, professional engineer, or structural engineer licensed in conformance with the respective Acts: the Illinois Architecture Practice Act of 1989, effective January 1, 2000, the Illinois Professional Land Surveyor Act of 1989, effective January 1, 2000, the Illinois Professional Engineering Practice Act of 1989, effective January 1, 2000 or the Illinois Structural Engineering Practice Act of 1989, as amended, effective January 1, 2000.

### **Design Professional(s) of Record**

"Design Professional(s) of Record" is the professional(s) who has sealed and signed the technical submissions.

### **Direct Supervision and Control (Architecture)**

See definition of "Responsible Control".

### **Direct Supervision and Control (Land Surveying)**

"Direct supervision and control" means the personal review by a Licensed Professional Land Surveyor of each survey, including, but not limited to, procurement, research, field work, calculations, and preparation of legal descriptions and plats. The personal review shall be of such a nature as to assure the client that the Professional Land Surveyor or the firm for which the Professional Land Surveyor is employed is the provider of the surveying services.

### **Direct Supervision/Responsible Charge (Professional Engineering)**

"Direct supervision/responsible charge" means work is prepared under the personal supervision and control of a licensed professional engineer or work which the professional engineer has detailed professional knowledge to assure the work has been prepared and administered in accordance with standards of reasonable professional skill

and diligence.

**Direct Supervision and Control (Structural Engineering)**

See definition of "Personal Supervision and Control (Structural Engineering).

**Exempt Building or Structure (Architecture)**

"Exempt building or structure", as used in this manual, means any building or structure not subject to the requirements of the Illinois Architecture Practice Act of 1989, as amended. A building or structure located outside of the corporate limits of any city or village which is to be used for farm purposes, a detached single family residence on a single lot, and a two-family residence of wood frame construction on a single lot, not more than two stories and basement in height, and interior design services for buildings which do not involve life safety or structural changes are not subject to the Act. (See definition of Non-exempt Building or Structure) Design of exempt buildings does not permit the use of the term "architect" unless licensed as an architect. (This exemption does not apply to the practice of professional engineering or structural engineering.)

**General Public**

"General public", as used in this manual, means any group of people who are only users of the building, structure, or engineering works. (See definition of Public)

**Non-exempt Buildings or Structures"**

Non-exempt buildings or structures" means all buildings or structures not included under exempt buildings or structures, and any previously exempt, but subsequently non-exempt due to a change in occupancy or use. (See definition of Exempt Building or Structures)

**Personal Supervision and Control (Structural Engineering)**

A licensed structural engineer may seal documents not produced by the licensed structural engineer when the documents have either been produced by others working under the licensed structural engineer's personal supervision and control or when the licensed structural engineer has sufficiently reviewed the documents to ensure that they have met the standards of reasonable professional skill and diligence. In reviewing the work of others, the licensed structural engineer shall prepare calculations, redesign, or any other work necessary to be done to meet such standards and should retain evidence of having done such review.

**Practice of Architecture**

The "practice of architecture" within the meaning and intent of the Architecture Practice Act includes the offering or furnishing of professional services, such as consultation, environmental analysis, feasibility studies, programming, planning, aesthetic and structural design, construction documents consisting of drawings and specifications and other documents required in the construction process, administration of construction contracts, project representation, and construction management, in connection with the construction of any private or public building, building structure, building project, or addition to, or alteration, or restoration thereof.

**Practice of Land Surveying**

Any one or combination of the following practices constitutes the "practice of land surveying":

- (a) Surveying, preparation of boundary descriptions and measuring the area of any portion of the earth's surface, the lengths and directions of the boundary lines, or the contour of the surface for their determination and description for conveying or for recording, or for establishing or reestablishing, locating, defining, and making or monumenting land boundaries or lines and the platting of lands and subdivisions;
- (b) Surveying and measuring the area of any portion of the earth's subsurface, or surveying and measuring an area of the airspace over the earth's surface, to determine the location of property rights;
- (c) Preparing, and stating to the accuracy of, a map or plat showing the land boundaries or lines and the marks

and monuments of the boundaries, or of a map or plat showing the boundaries of subsurface or air rights;

- (d) Executing and issuing certificates, endorsements, reports, or plats which portray the relationship between existing physical objects or structures and one or more corners or boundaries of any tract or lot of land or boundaries of a portion of the surface, subsurface, or airspace;
- (e) Labeling, designating, naming, or otherwise identifying legal lines, property lines or land title lines of the United States Rectangular System or any subdivision thereof on any photograph, photographic composite, or mosaic or photogrammetric map of any portion of the earth's surface for the purpose of recording the same in the Office of Recorder or Registrar of Titles in any county;
- (f) Determining the position for any monument or reference point which marks a property line, boundary, or corner, or to set, reset, or replace any monument or reference point on any property;
- (g) Acting in direct supervision and control of land surveying activities or conducting as a manager in any place of business which solicits, performs, or practices land surveying;
- (h) Any act or combination of acts which would be viewed as offering professional land surveying services including:
  - (1) Setting monuments which have the appearance of or for the express purpose of marking land boundaries, either directly or as an accessory; or
  - (2) providing any sketch, map, plat, report, monument record, or other document which indicates land boundaries and monuments, or accessory monuments thereto, except that if such sketch, map, plat, report, monument record, or other document is a copy of an original prepared by a Professional Land Surveyor; and if proper reference to that fact be made on said document.
- (i) Offering or soliciting to perform any of the above identified services.

### **Practice of Professional Engineering**

"Professional engineering practice" means the consultation on, conception, investigation, evaluation, planning, and design of, and selection of materials and methods to be used in, administration of construction contracts for, or site observation of an engineering system or facility, where such consultation, conception, investigation, evaluation, planning, design, selection, administration, or observation requires extensive knowledge of engineering laws, formulae, materials, practice, and construction methods. A person shall be construed to practice or offer to practice professional engineering, within the meaning and intent of the Professional Engineering Act, who practices, or who, by verbal claim, sign, advertisement, letterhead, card, or any other way, is represented to be a professional engineer, or through the use of the initials "P.E." or the title "engineer" or any of its derivations or some other title that implies licensure as a professional engineer, or holds himself out as able to perform any service which is recognized as professional engineering practice.

Examples of the practice of professional engineering include, but need not be limited to, transportation facilities and publicly owned utilities for a region or community, railroads, railways, highways, subways, canals, harbors, river improvements; irrigation works; aircraft, airports and landing fields; waterworks, piping systems and appurtenances, sewers, sewage disposal works; plants for the generation of power; devices for the utilization of power; boilers; refrigeration plants, air conditioning systems and plants; heating systems and plants; plants for the transmission or distribution of power; electrical plants which produce, transmit, distribute, or utilize electrical energy; works for the extraction of minerals from the earth; plants for the refining, alloying or treating of metals; chemical works and industrial plants involving the use of chemicals and chemical processes; plants for the production, conversion, or utilization of nuclear, chemical, or radiant energy; forensic engineering; geotechnical engineering including, subsurface investigations; soil classification, geology and geohydrology, incidental to the practice of professional engineering; energy analysis, environmental design, hazardous waste mitigation and control; recognition, measurement, evaluation and control of environmental systems and emissions; automated building management systems; or the provision of professional engineering site observation of the construction of works and engineering systems. Nothing contained in this section imposes upon a person licensed under the Professional Engineering Act the responsibility for the performance of any of the foregoing functions unless such person specifically contracts to provide it.

### **Practice of Structural Engineering**

A person shall be regarded as "practicing structural engineering" within the meaning of the Structural Engineering Act who is engaged in the designing or supervising of the construction, enlargement or alteration of structures, or

any part thereof, for others, to be constructed by persons other than himself. Structures within the meaning of the Act are all structures having as essential features foundations, columns, girders, trusses, arches and beams, with or without other parts, and in which safe design and construction require that loads and stresses must be computed and the size and strength of parts determined by mathematical calculations based upon scientific principles and engineering data. A person shall also be regarded as practicing structural engineering within the meaning of the Act who is engaged as a principal in the designing and supervision of the construction of structures or of the structural part of edifices designed solely for the generation of electricity; or for the hoisting, cleaning, sizing or storing of coal, cement, sand, grain, gravel or similar materials; elevators; manufacturing plants; docks; bridges; blast furnaces; rolling mills; gas producers and reservoirs; smelters; dams; reservoirs; waterworks; sanitary works as applied to the purification of water; plants for waste and sewage disposal; round houses for locomotives; railroad shops; pumping or power stations for drainage districts; or power houses, even though such structures may come within the definition of "buildings" as defined in any Act in force in this State relating to the regulation of the practice of architecture.

**Professional Land Surveyor**

"Professional Land Surveyor" means any person licensed under the laws of the State of Illinois to practice land surveying, as defined by the Act or its rules. (See definition of Practice of Land Surveying)

**Professional Engineer**

"Professional Engineer" means a person licensed under the laws of the State of Illinois to practice professional engineering. (See definition of Practice of Professional Engineering)

**Professional Engineering**

"Professional engineering" means the application of science to the design of engineering systems and facilities using the knowledge, skills, ability and professional judgment developed through professional engineering education, training and experience.

**Project Representative**

"Project representative" means the representative who assists in the administration of the construction contract.

**Public**

"Public" means any group of people who are employees or users of a building, structure, or engineering works excluding those people who are employed for construction or alteration of a building by the owner of a building. (See definition of General Public)

**Responsible Charge (Land Surveying)**

"Responsible charge" means an individual responsible for the various components of the land survey operations subject to the overall supervision and control of the Professional Land Surveyor.

**Responsible Control (Architecture)**

"Responsible control" means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by architects applying the required professional standard of care. Merely reviewing or reviewing and correcting the technical submissions or any portion thereof prepared by those not in the regular employment of the office where the architect is resident without control over the content of such work throughout its preparation does not constitute responsible control.

**Shop Drawings**

Drawings and descriptions of components or systems supplied by contractors or manufacturers for inclusion in the project or building which generally do not meet the requirements for technical submissions are considered shop drawings. Shop drawings should not be accepted by the Code Enforcement Official in lieu of technical

submissions, but only as support documents to supplement the technical submissions.

## **Structural Engineer**

“Structural Engineer” means any person licensed under the laws of the State of Illinois to practice structural engineering. (See definition of Practice of Structural Engineering)

## **Technical Submissions**

“Technical submissions” are the designs, drawings, specifications, studies, and other technical reports and calculations that establish the standard of quality for materials, workmanship, equipment, and the systems, and are prepared, signed and sealed in the course of a design professional’s practice in conformance with all applicable laws, codes and ordinances. Technical submissions may include manufacturer’s/contractor’s fabrication details of components/systems which require the design and seal of a licensed design professional. Technical submissions intended for use in construction in the State of Illinois shall be prepared and administered in accordance with standards of reasonable professional skill and diligence.

## **EXEMPTIONS**

Licensed design professionals may practice only within the scope of practice as defined by their Act and within their competency. A project may be exempt from one of the Acts, but not exempt under another Act or the municipal ordinance. A review under each Act’s exemption is necessary. An exemption to one or more of the Acts does not permit a person to use the professional title.

## **ILLINOIS ARCHITECTURE PRACTICE ACT OF 1989, Effective January 1, 2000**

Architects cannot practice land surveying or professional engineering in Illinois unless licensed as a land surveyor or professional engineer.

Section 305/3. This Act does not apply to any of the following:

- A. The building, remodeling or repairing of any building or other structure outside of the corporate limits of any city or village, where such building or structure is to be, or is used for farm purposes, or for the purposes of outbuildings or auxiliary buildings in connection with such farm premises.
- B. The construction, remodeling or repairing of a detached single family residence on a single lot.
- C. The construction, remodeling or repairing of a two-family residence of wood frame construction on a single lot, not more than two stories and basement in height.
- D. Interior design services for buildings that do not involve life safety or structural changes.

However, all buildings not included in the preceding paragraphs (A) through (D), including multi-family buildings and buildings previously exempt under those paragraphs but subsequently non-exempt due to a change in occupancy or use, are subject to the requirements of this Act. Interior alterations which result in life safety or structural changes of the building are subject to the requirement of this Act.

Nothing in this Act shall be deemed or construed to prevent the practice of structural engineering as defined in the Structural Engineering Licensing Act of 1989, the practice of professional engineering as defined in the Professional Engineering Practice Act of 1989, or the preparation of documents used to prescribe work to be done inside buildings for non-loadbearing interior construction, furnishings, fixtures and equipment, or the offering or preparation of environmental analysis, feasibility studies, programming or construction management services by persons other than those licensed in accordance with this Act, the Structural Engineering Licensing Act of 1989 or the Professional Engineering Practice Act of 1989.

Any person licensed to practice architecture in this State under this Act is exempt from the provisions of any and all Acts in force in this State regulating the practice of structural engineering.

## **ILLINOIS PROFESSIONAL LAND SURVEYOR ACT OF 1989, Effective January 1, 2000**

Section 330/3. This Act does not prohibit:

Any person licensed in this State under any other Act from engaging in the practice for which he is licensed.

An individual, firm, or corporation engaged in any line of business other than the practice of land surveying from employing a licensed land surveyor to perform land surveying services directly incidental to the business of that individual, firm, or corporation.

**ILLINOIS PROFESSIONAL ENGINEERING PRACTICE ACT OF 1989, Eff. January 1, 2000**

Professional engineers cannot practice land surveying, structural engineering or architecture in Illinois unless licensed as a land surveyor, structural engineer or architect in Illinois.

325/3 (a). Nothing in this Act shall be construed to prevent the practice of structural engineering as defined in the Structural Engineering Licensing Act of 1989 or the practice of architecture as defined in the Illinois Architecture Practice Act of 1989 or the regular and customary practice of construction contracting and construction management as performed by construction contractors.

(b) Nothing in this Act shall prevent:

1. Employees, including project representatives, of professional engineers lawfully practicing as sole owners, partnerships or corporations under this Act, from acting under the direct supervision of their employers.
2. The employment of owner's representatives by the owner during the constructing, adding to, or altering of a project, or any parts thereof, provided that such owner's representative shall not have the authority to deviate from the technical submissions without the prior approval of the professional engineer for the project.
3. The practice of officers and employees of the Government of the United States while engaged within this State in the practice of the profession of engineering for the Government.
4. Services performed by employees of a business organization engaged in utility, industrial or manufacturing operations, or by employees of laboratory research affiliates of such business organization which are rendered in connection with the fabrication or production, sale, and installation of products, systems, or nonengineering services of the business organization or its affiliates.
5. Inspection, maintenance and service work done by employees of the State of Illinois, any political subdivision thereof or any municipality.
6. The activities performed by those ordinarily designated as chief engineer of plant operation, chief operating engineer, locomotive, stationary, marine, power plant or hoisting and portable engineers, electrical maintenance or service engineers, personnel employed in connection with construction, operation or maintenance of street lighting, traffic control signals, police and fire alarm systems, waterworks, steam, electric, and sewage treatment and disposal plants, or the services ordinarily performed by any worker regularly employed as a locomotive, stationary, marine, power plant, or hoisting and portable engineer or electrical maintenance or service engineers for any corporation, contractor or employer.
7. The activities performed by a person ordinarily designated as a supervising engineer or supervising electrical maintenance or service engineer who supervises the operation of, or who operates, machinery or equipment, or who supervises construction or the installation of equipment within a plant which is under such person's immediate supervision.
8. The services, for private use, of contractors or owners in the construction of engineering works or the installation of equipment.

(c) No officer, board, commission, or other public entity charged with the enforcement of codes and ordinances involving a professional engineering project shall accept for filing or approval any technical submissions that do not bear the seal and signature of a professional engineer licensed under this Act. All documents or technical submissions prepared by the design firm shall contain the design firm registration number issued by the Department (prefix 184), if applicable.

**ILLINOIS STRUCTURAL ENGINEERING LICENSING ACT OF 1989, Eff. January 1, 2000**

Structural Engineers cannot practice professional engineering or land surveying in Illinois unless licensed as a professional engineer or land surveyor in Illinois.

Section 340/3. The following persons are exempt from the operation of this Act:

- (a) Draftsmen, students, clerks of work, superintendents and other employees of licensed structural engineers when acting under the immediate personal supervision of their employers; and
- (b) Superintendents of construction in the pay of the owner when acting under the immediate personal supervision of the licensed structural engineer.

Persons licensed to practice structural engineering in this State are exempt from the operation of any Act in force in this State relating to the regulation of the practice of Architecture.

#### **GUIDELINES FOR ISSUANCE OF PERMIT FOR CONSTRUCTION**

To assure technical submissions, are reasonably complete, it would be helpful to develop a checklist similar to the following:

1. Are the technical submissions properly identified:

The title block of each sheet of the plans and the cover of the specifications should contain:

- (a) The project name and location, and
- (b) The name and address of the licensee(s) responsible for the preparation of the documents. It should also include the name of the professional design firm(s), if applicable, and the firm's registration number issued by the Department of Professional Regulation.

2. Do the technical submissions require preparation by a licensed Design Professional:

Plans and specifications for non-exempt buildings, structures or engineering works must be prepared by Illinois licensed design professionals. In most instances, plans and specifications for exempt buildings, structures or services may, under the laws governing the practice of the design professional, be prepared by anyone. However, under certain circumstances local jurisdictions may require the services of a licensed design professional even for exempt buildings or structures. Local jurisdictions have the right to enact ordinances more stringent than those of the State.

3. If the plans are for a non-exempt building or structure. Do they bear the seal and signature of all required Illinois licensed Design Professionals?

It is common for technical submissions to contain drawings prepared by several professionals (i.e. architect, structural engineer, professional engineer, and professional land surveyor). Each Design Professional will seal and sign that portion of the technical submissions for which they are responsible. Therefore, one set of technical submissions may contain drawings that bear the seal and signature of more than one licensed design professional and professional design firm. (NOTE: Shop drawings are not to be substituted for technical submissions, see p. 12).

4. Are the plans and specifications adequate?

Plans and specifications must comply with Federal, State, municipal and county laws, codes, ordinances and regulations. Suggested minimum technical submissions are included in this manual under a separate section. See Guidelines for Technical Submissions.

5. Other than technical submissions (drawings and project manuals) what other documents require the seal and signature of the Design Professional?

In addition to the drawings and project manuals (bound sets of documents) which are sealed, signed and indexed, all loose individual copies of drawings or specifications, change orders that alter technical submissions, and other documents utilized as technical submissions to the code enforcement official shall also bear the Design Professional's seal and signature.



All technical submissions prepared by or under the personal supervision of a licensed design professional shall bear that design professional's seal, signature, and license expiration date. The licensee's signature shall be the original handwritten signature. Computer generated signatures or signatures reproduced by other means are not acceptable. The technical submissions shall bear the corporate or assumed business name and the design firm registration number in addition to the seal requirements.

#### **GUIDELINES FOR TECHNICAL SUBMISSIONS**

The following guidelines for technical submissions are oriented toward a typical commercial or institutional building project and are directed toward the usual submissions to be submitted to a code enforcement official for the purpose of obtaining a construction permit. Special use facilities, such as industrial plants, large multi-story buildings, amusement park rides, etc., will require different types of technical submissions. In any case, the following guidelines must not be construed as the complete set of documentation required to implement a typical construction project. For example, detailed working drawings and shop drawings are not covered.

Technical Submissions submitted to the code enforcement official should be sufficient to clearly show the project in its entirety with emphasis on the following:

1. The scope of the work
2. Building code compliance
3. Structural integrity
4. Life safety assurance
5. Architectural and environmental barriers
6. Electrical and mechanical system design details
7. Industrial process design details including analysis of operational hazards

The minimum required technical submissions will depend upon the size, nature and complexity of the project; however, the following is the minimum standard recommended before the code enforcement official should begin the plan check review. Additions and remodeling projects and other buildings or structures may not require all of the following components for plan submittal and review for permit.

#### **1. Drawings**

(Some of the data may be included in other technical submissions such as specifications, studies, or calculations)

##### **a. Cover Sheets**

- (1) Project shall be identified.
- (2) Project address and a location map shall be shown.
- (3) The Professional Design Firm(s) shall be identified.
- (4) The principal design professional(s) for each Professional Design Firm shall be identified.
- (5) All applicable codes utilized on the project shall be listed.
- (6) Design criteria list shall include, but not be limited to:
  - (a) Occupancy group
  - (b) Type of construction
  - (c) Location of property
  - (d) Seismic zone
  - (e) Square footage and allowable area
  - (f) Fire sprinklers (when utilized)
  - (g) Height and number of stories
  - (h) Occupant load
  - (i) Land use zone
  - (j) Parking-loading requirements
- (7) Index of all drawings shall be included.
- (8) Seal(s) and signatures(s) of responsible design professional(s) and indication as to which of the indexed drawings the seal applies, the expiration date of the license, and registration number of the

Professional Design Firm shall be affixed.

(9) Other items required by the local enforcement agency shall be included.

b. Boundary Survey

Show a plat of a boundary survey prepared according to the Illinois Minimum Standards as set forth in Section 1270.56 of the Rules for the Administration of the Illinois Professional Land Surveyor Act of 1989. Additional information and data such as, natural features, man-made improvements, vegetation, elevations, utilities, FEMA Flood designation, easements of record and building set-back requirements may also be shown on the plat. The plat of survey shall be dated and signed and sealed by the Illinois Professional Land Surveyor.

c. Site Plan

Show proposed new structure and any existing buildings, structures or engineering works, all property lines with dimensions, all streets, easements and setbacks. Show applicable water, fire service, sewer, gas, communication, electrical including points of connection, proposed service routes, commercial and rail traffic routes, and existing utilities on the site. Show all required parking, drainage and grading information (with reference to finish floor and adjacent streets). Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes and storm water control. Show north arrow and scale. Provide flood plain information.

d. Foundation Plan

Show all foundations and footings. Indicate size, location, thickness, materials and strengths and locate reinforcing. Show all imbedded anchoring such as anchor bolts, holdowns, post bases, etc. Provide allowable design pressures or data utilized in design of footings or building supports. Provide soils report for the proposed structure at that site.

e. Floor Plan

Show all floors including basements. Show all rooms, with their use, finishes, overall dimensions, and locations of all structural elements and openings. Show all doors and windows, including door and window schedules, if applicable. All fire assemblies and area and occupancy separations shall be shown.

f. Floor and Roof Framing Plans

Show all structural members, their size, methods of attachment, location and materials for floors and roofs. Structural design shall consider static and dynamic loading and wind and seismic forces where applicable. All design loads and allowable stresses utilized shall be indicated. Show all roof and deck drainage systems.

g. Fire Protection

Show all fire protection of structural members and architectural elements and, if applicable, industry recognized fire ratings of assemblies.

h. Exterior Elevations

Show all views, all dimensions, referenced elevation, and all openings. Identify all materials and, where applicable, show the lateral bracing system.

i. Building Sections and Wall Sections

Show materials of construction and their assemblies. Show all pertinent dimensions.

j. Mechanical System/Mechanical Arrangement Drawings

Show the entire mechanical system. Include all equipment and devices, their sizes, structural supports, piping system, duct work and sizes, heat loss calculations and temperature control systems. Indicate fire and/or smoke dampers where required. Provide equipment schedules, showing operating ranges and motor horsepower. (Note: No part of the mechanical design may be delegated by the design professional via a "performance specification" to a mechanical contractor who is not a licensed design professional.)

k. Plumbing System

Show all fixtures, piping, slopes, materials and sizes. Show point of connections to utilities or on-site disposal systems and water wells. Provide schematic diagrams as necessary for water supply and drainage systems. Show process drains separate from sanitary.

l. Fire Suppression System

Show head layout, standpipes, backflow preventers, risers, valves, valve sizing and materials of construction, pipe sizes and materials of construction, pressure ratings, hazard classification, control, supply and pressure availability, fire department standpipes, fire pump sizing, fire pump control schemes, fire pump engine or motor drive specifications and sizing, fire pump fuel systems, fire pump electrical supplies, and other code requirements. For sprinkler systems, provide complete hydraulic calculations (which may not be delegated to an unlicensed design professional).

m. Reflected Ceiling Plan

Show all electrical fixtures, diffusers and grills, sprinkler heads, and other required devices as applicable.

n. Electrical System

Show all power and lighting plans, wiring schedules and panel schedules, including all electrical fixtures and devices (interior, exterior and site), wiring sizes, conductor types, wiring methods, raceways and raceway sizing, circuiting, grounding, (including soil resistivity study, grounding grid or rods, and lightning protection), panel schedules, single-line diagrams, fixture schedules, load calculations, motor and transformer protection schemes, overcurrent schemes, protective device ratings (including current and maximum interrupting capacity), short-circuit calculations, and calculation of available fault currents. Show all fire alarm, security, exit and emergency lighting, and data communication systems as applicable. Show point of connection to the utility. (Note: No part of the electrical design may be delegated by the design professional via a "performance specification" to an electrical contractor who is not a licensed design professional.)

o. Utility Openings

Show all utility openings in floors, ceilings, walls and roofs, including fire stopping.

**2. Structural Calculations**

When required by the code enforcement official, provide structural calculations for the structural system of the project for both vertical and lateral loads. Sufficient input, output, design assumptions and other information should be submitted.

**3. Specifications**

Either on the drawings or in booklet form, further define components, materials, standards of construction, quality, and all pertinent equipment.

#### **4. Addenda and Changes**

The Permit Holder should provide notification to the Code Enforcement Official of any and all changes throughout the project and provide revised plans, calculations or other appropriate documents. All revisions shall be identified and included on the technical submissions by the Design Profession of Record.

#### **5. Quality Standards**

It is the responsibility of the Design Professional(s) of Record to provide and maintain complete, consistent and competent technical submissions. If the plans do not meet the criteria, the code enforcement official may take any of the following actions, when consistent with local ordinances and policies:

- a. Provide a complete list of corrections for revision and resubmittal.
- b. Increase the plan review fee for additional plan review time required due to lack of completeness.
- c. Return plans without review.
- d. Refer the Design Professional(s) of Record to the appropriate state board for possible disciplinary action.
- e. Pursue other remedies provided by ordinance.

#### **6. Sealing and Signing Plans and Specifications**

By affixing the design professional's seal and signing the technical submissions, the Design Professional affirms that the technical submissions submitted to the code enforcement official for review and permit issuance have been prepared by or under the direct supervision and control of that licensed Design Professional and to the best of the Design Professional's knowledge and belief those documents comply with applicable laws, codes and ordinances.

The Design Professional who has contract responsibility shall seal a cover sheet of the technical submissions. Design professionals practicing as support design professionals shall seal these individual portions of technical submissions for which the design professionals are legally and professionally responsible.

#### **PROFESSIONAL SEAL AND SIGNATURE REQUIREMENTS**

The Acts does not specify the size of the professional seal. However, the seal must be reproducible. The following are the professional Seal/Signature requirements of the respective design professions licensure Acts:

ILLINOIS ARCHITECTURE PRACTICE ACT OF 1989



\_\_\_\_\_  
signature

\_\_\_\_\_  
date

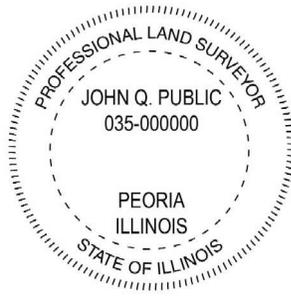
license expires 11-30-\_\_\_\_

\*The above seal is a suggested facsimile of the seal requirements.

Every licensed Architect shall have a reproducible seal, or facsimile, the print of which shall contain the name of the architect, the license number, and the words, "Licensed Architect, State of Illinois." The licensed architect shall affix the signature, current date, date of license expiration and seal to the first sheet of any bound set or loose sheets of construction documents utilized as contract documents or prepared for the review and approval of any governmental or public authority having jurisdiction by that licensed architect or under that licensed architect's direct supervision and control. The sheet of construction documents in which the seal is affixed shall indicate those documents or parts thereof for which the seal shall apply.

The seal and dates may be electronically affixed. The signature must be in the original handwriting of the licensee. Signatures generated by computer or by any other means shall not be permitted.

ILLINOIS PROFESSIONAL LAND SURVEYOR ACT OF 1989



\_\_\_\_\_  
signature

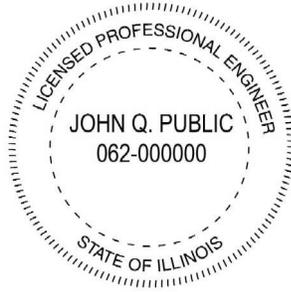
\_\_\_\_\_  
date

license expires 11-30- \_\_\_\_

\*The above seal is a suggested facsimile of the seal requirements.

Every Professional Land Surveyor shall have a reproducible seal or facsimile, which may be computer generated, the impression of which shall contain the name of the land surveyor, his or her place of business, the license number of the Professional Land Surveyor, and the words "Professional Land Surveyor, State of Illinois." A professional Land Surveyor shall stamp all documents prepared by or under the direct supervision and control of the Professional Land Surveyor. Any seal authorized or approved by the Department under the Illinois Land Surveyors Act shall serve the same purpose as the seal provided by this Act. Signatures generated by computer or any other means shall not be permitted. The licensee's written signature and date of signing along with the date of license expiration shall be placed adjacent to the seal.

Illinois Professional Engineering Practice Act of 1989



\_\_\_\_\_  
signature

\_\_\_\_\_  
date

license expires 11-30- \_\_\_\_\_

\*The above seal is a suggested facsimile of the seal requirements.

Every professional engineer shall have a seal or stamp, the print of which shall be reproducible and contain the name of the professional engineer, the professional engineer's license number, and the words "Licensed Professional Engineer of Illinois". When technical submissions are prepared utilizing a computer or other electronic means, the seal may be generated by the computer. Signatures generated by computer or any other means shall not be permitted.

The professional engineer who has contract responsibility shall seal a cover sheet of the technical submissions, and those individual portions of the technical submissions for which the professional engineer is legally and professionally responsible. The professional engineer practicing as the support design professional shall seal those individual portions of technical submissions for which the professional engineer is legally and professionally responsible.

The use of a professional engineer's seal on technical submissions constitutes a representation by the professional engineer that the work has been prepared by or under the personal supervision of the professional engineer or developed in conjunction with the use of accepted engineering standards. The use of the seal further represents that the work has been prepared and administered in accordance with the standards of reasonably professional skill and diligence.

It is unlawful to affix one's seal to technical submissions if it masks the true identity of the person who actually exercised direction, control and supervision of the preparation of such work. A professional engineer who seals and signs technical submissions is not responsible for damage caused by subsequent changes to or uses of those technical submissions, where the subsequent changes or uses, including changes or uses made by State or local governmental agencies, are not authorized or approved by the professional engineer who originally sealed and signed the technical submissions.

All technical submissions prepared by or under the personal supervision of a professional engineer shall bear that