

→ DM/MLK no
- FIT
- Street appropriate



DEPARTMENT OF TRANSPORTATION
DEB MILLER, SECRETARY

KATHLEEN SEBELIUS, GOVERNOR

LARRY W. EMIG, P.E., CHIEF

MEMO TO: County Engineers/Road Supervisors/Highway Administrators/Public Works
Directors; City Engineers/Street Superintendents; Consultants

FROM: Larry W. Emig, P.E., Chief
Bureau of Local Projects

DATE: November 3, 2003 ←

**This is the most recent
Memo**

SUBJECT: Engineer's Professional Seal and Signature on Plans

RE: BLP Memo 03-12
[This is a supplement to the Project Development Manual for Non-National
Highway System Local Government Road and Street Projects]

The Bureau of Local Projects has reviewed its policy regarding the engineer's seal on plans administered through this office. According to this policy the engineer responsible for the preparation of the plans has been required to affix his/her professional seal and signature on the title sheet prior to submittal of the plans to the Bureau of Construction and Maintenance for the Plans, Specifications, and Estimate (PS&E) stage. It has come to our attention that some professional engineers believe it is inappropriate for them to affix their seal until the plans are completed and ready for letting.

According to the Kansas State Board of Technical Professions Rules and Regulations, "a licensee shall not affix a personal signature, seal, or both to any plan or document except after completion of a detailed review and evaluation of the documents". At the PS&E stage, plans are still a work-in-progress, and it is very likely that some changes will be required before the project can proceed to letting. Although multiple reviews of the plans should have occurred prior to this stage, it could be argued that the "detailed review and evaluation of the documents" is not complete until completion of PS&E.

In reviewing the practices of other KDOT bureaus, we found the policy of the Bureau of Design is to require the seal and signature only at the submittal of final mylars. They consider the plans to be works-in-progress until that stage.

November 3, 2003

Beginning immediately, for projects developed through the Bureau of Local projects, the engineer's signature and seal will be required on the title sheet when final mylars are submitted to this office. We believe this policy meets the intent of the Kansas State Board of Technical Professions Rules and Regulations and is consistent with the practice of the Bureau of Design.

Plans may continue to be marked by our plan reviewers at office and final check indicating the seal is needed, but this is intended only as a reminder. It will be incumbent upon each professional engineer to ensure the seal is on the plans since the project will not be advertised without it.

Please contact Ron Seitz at (785)296-3861 if you have any questions.

Cc: G. David Comstock, P.E., Division of Engineering and Design
Jim Kowach, P.E., Bureau of Design