**02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION**

**288 MAINE STATE BOARD for LICENSURE OF ARCHITECTS, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS**

**Chapter 18: documentation**

**Summary**: This chapter authorizes reliance on technical submissions in electronic form and requires licensees to retain certain records for a period of five (5) years.

1. **Sealing of Technical Submissions Prepared in the Absence of Direct Knowledge/Involvement and Control of an Architect or Landscape Architect**

An architect or landscape architect may not seal technical submissions that were prepared in fact by another person unless:

* + 1. **Prototypical Building Construction Documents**
       1. The technical submissions are prototypical building construction documents; and
       2. The sealing architect or landscape architect has reviewed the work of the other person and has integrated such work into the licensee’s own technical submissions; or
    2. **Non-Prototypical Building Construction Documents**

The sealing architect or landscape architect has:

* + - 1. Familiarized themselves with the client’s goals through meetings, telephone calls or program documents *prior to* their further preparation of technical submissions;

B. (1) Coordinated preparation of the technical submissions;

(2) Had significant and controlling personal involvement in the technical submissions; or

(3) Integrated the work into the licensee’s own technical submissions; and

C. Thoroughly reviewed the technical submissions upon completion.

A review (or review and correction) of completed technical submissions by a licensee who has not complied with subparagraph 1(2)(B) (1), (2) or (3) above does not meet the requirements of this subsection.

* 1. **Retention of Technical Submissions Prepared by Others**

An architect or landscape architect who integrates technical submissions prepared by another person into their own work pursuant to Chapter 18, Section 1 of the board’s rules shall retain and make available to the board upon request for at least five (5) years following such signing and sealing, adequate and complete records demonstrating the nature and extent of the licensee’s review of and integration of the work of such other person into their own technical submissions.

* + 1. **Technical Submissions in Electronic Form**

An architect, landscape architect or certified interior designer may rely upon technical submissions in electronic form (*e.g.*, portable document format), including the seals reproduced thereon, to the same extent as their physical counterparts.

STATUTORY AUTHORITY: 32 M.R.S. §214(1)

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