

NORTH CAROLINA BOARD OF ARCHITECTURE'S  
POLICY CONCERNING OFF-SITE DRAFTING SERVICES

Under the Administrative Procedures Act (NCGS150B-2(8a)(c) the Board issues the following non-binding interpretive statement with regard to a licensed architect's use of off-site drafting services and the quality of direct supervision required by 83A-15 (1)(b).

Use by an architect of third-party off-site drafting services is permissible only if there is direct supervision as indicated by the following:

- 1) a written agreement exists between the architect and the drafting service showing that the architect assumes full professional responsibility for the work vis-a-vis the client, spelling out in detail the services to be provided by the drafting service including necessary disciplines and types of services. This agreement may be a standing agreement pertaining to more than one project;
- 2) the engagement was initiated by written directions from the architect to the draftsman describing what is to be drafted and how;
- 3) a paper trail documenting (to the degree appropriate for the complexity of the project) mark-ups, changes and corrections to drawings, verifying that the architect conducted a detailed review of the work being provided by the draftsman;
- 4) other factors that will be considered in determining whether whether adequate supervision of the drafting services has occurred include: the size and complexity of the project, compensation in relation to the size of the project; the physical proximity of the architect and drafting service; and quality of communications between the architect and drafting service (such as facsimile or CAD).

ADOPTED JULY 17, 1991