

Neighborhood Architectural Review Board (or Committee)
Sealing Guidelines

The North Carolina Board of Architecture has adopted the following guidelines for sealing documents for neighborhood architectural review boards (ARB). Typically, a neighborhood ARB sets guidelines for establishing and maintaining the architectural aesthetics, correctness and diversity for a given residential development. The ARB has no jurisdiction over a licensee of the NC Board of Architecture.

It is not uncommon for certain residential developments to require that the homes be designed by an architect. As set forth in 21 NCAC 02 .0206 Requirement for and Use of Professional Seal, an architect must seal his/her work regardless of the exemption set forth in NC General Statute 83A-13.

21 NCAC 02 .0206 REQUIREMENT FOR AND USE OF PROFESSIONAL SEAL

(a) An architect shall seal his or her work whether or not the work is for an exempt project as defined in G.S. 83A-13.

21 NCAC 02 .0211 UNAUTHORIZED PRACTICE

(c) Under G.S. 83A-13(e), in addition to the requirement to sign the plans, the name of the preparer must be legibly printed. If the design is prepared by a corporation, then the corporate officer assuming responsibility for the preparation must disclose his relationship to the corporation in addition to signing the sheets and disclosing the corporate address. An architect who prepares a design for an exempt project must seal and date that design, in compliance with G.S. 83A-10, even though the project may otherwise be classified as exempt under G.S. 83A-13.

§ 83A-13. Exemptions.

(c) Nothing in this Chapter shall be construed to require an architectural license for the preparation, sale, or furnishing of plans, specifications and related data, or for the supervision of construction pursuant thereto, where the building, buildings, or project involved is in one of the following categories:

- (1) A family residence, up to eight units attached with grade level exit, which is not a part of or physically connected with any other buildings or residential units;

Often, an ARB will require an 'aesthetic review'. This type of review may require the homeowner's architect to submit a sealed rendering of the front elevation or drawing of the home. The Board rules and laws do not permit an architect to seal such drawings.

21 NCAC 02 .0206 REQUIREMENT FOR AND USE OF PROFESSIONAL SEAL

a) An architect shall seal his or her work whether or not the work is for an exempt project as defined in G.S. 83A-13. An architect shall not sign nor seal drawings, specifications, reports, or other professional work that were not prepared by the architect or under his or her responsible control. Documents shall be sealed as follows:

- (6) Presentation documents, such as renderings used to communicate conceptual information, shall not be sealed or signed.
- (7) Documents considered incomplete by the architect may be released for interim review without the architect's seal or signature affixed, but shall be dated, bear the architect's name, and be marked to indicate the documents are for interim review and not intended for bidding, procurement, permit, or construction purposes.

Architects who are asked to place their seal on such documents should decline and refer the homeowner or ARB to the rules and laws stated above.

Adopted on January 11, 2019