

North Carolina Board of Architecture & Registered Interior Designers
434 Fayetteville Street Suite 2005
Raleigh, NC 27601
984-328-1161
ncba@ncbarch.org

The purpose of this guidance is to help the regulated public comply with the Board's laws and rules. Please be advised that the guidance below is subject to change. If you disagree with the guidance, you may have the right to request a declaratory ruling from, or hearing before, the Board pursuant to Chapter 150B of the N.C. General Statutes. Moreover, an occupational licensing board does not have the authority to order an unlicensed person or entity to discontinue its practices. Only a court may determine whether an unlicensed person or entity has violated or is violating any law and, if appropriate, impose a remedy or penalty for the violation.

Prototype Document Guidelines

21 NCAC 02 .0206 Requirement for and Use of Professional Seals by an Architect or
Registered Interior Designer

Guidelines for Interpretation of the Rule - Single Family Residences Only

The section of the rule referred to in this guideline is as follows:

(b) Prototypical building design documents prepared by architects or registered interior designers who are licensed or registered in this State or in their state of origin may be sealed by a succeeding licensed architect or registered interior designer in North Carolina provided:

- (1) the seal of the original architect or registered interior designer appears on the documents to authenticate authorship;
- (2) the words "Prototypical Design Documents/Not for Construction" appear on each sheet of the documents by the original architect or registered interior designer;
- (3) the succeeding North Carolina architect or registered interior designer identifies all modifications to the standard design documents;
- (4) the succeeding North Carolina architect or registered interior designer assumes responsibility for the adequacy of the design for the specific application in North Carolina and for the design conforming with applicable building codes, local conditions, site condition; and
- (5) the succeeding North Carolina architect or registered interior designer affixes his or her seal to the prototypical design documents with a statement as follows: "These documents have been examined by the undersigned. I have determined that they

comply with existing local North Carolina codes, and I assume responsibility for the adequacy of the design for the specific application in North Carolina."

Part (b) of this rule refers to "prototypical building design documents" produced by an architect or registered interior designer in North Carolina or another U.S. jurisdiction for use in the State of North Carolina. This guideline only refers to use of the rule in connection with a single-family residence. A prototypical building design document may also be referred to as a "stock home plan" as offered by a home builder or sold via a catalog or web site.

So long as the document meets the requirements as set forth in the rule, the plans are not considered a finished document for use in the State of North Carolina. For the purposes of this guideline, the term "for use in this State" means drawings and sets of specifications prepared for bidding, procurement, permitting or for construction.

It is the opinion of the Board of Architecture and Registered Interior Designers that prototypical building design documents designated as "not for construction" may not be considered finished products and the architect or registered interior designer who created the prototypical building design document has no responsibility for any changes thereto.

If the property/homeowner in possession of prototypical building design documents utilizes the services of an architect or registered interior designer, that individual must hold licensure or registration in this State and must abide by the rule. The architect or registered interior designer, as hired by the homeowner to make changes or amend the plans in some manner is referred to as "the succeeding architect" or "the succeeding registered interior designer" and shall assume responsibility for the adequacy of the design for the specific application in North Carolina and for the design conforming with applicable building codes, local conditions, site condition. The succeeding North Carolina architect or registered interior designer shall affix his or her seal to the prototypical design documents with a statement as follows: "These documents have been examined by the undersigned. I have determined that they comply with existing local North Carolina codes, and I assume responsibility for the adequacy of the design for the specific application in North Carolina."

If the property/homeowner utilizes the services of a non-licensed or non-registered individual to make changes or amend the plans in some way and the original documents are properly labeled and sealed as set forth in the rule, there is no need for the seal of an additional architect or registered interior designer for modifications. The non-licensed or non-registered individual who makes the changes will be responsible for the design conforming with applicable building codes, local conditions, site condition.

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