
**SUBCHAPTER 8.
SEALING AND TITLE BLOCK REQUIREMENTS FOR PROFESSIONAL
ENGINEERS AND PROFESSIONAL LAND SURVEYORS**

13:40-8.1 SIGNING AND SEALING OF DOCUMENTS

- a) All sealing of documents shall be done with a digital or an impression-type seal, the design of which shall be authorized by the Board and shall contain the name and license number of the professional engineer or professional land surveyor and the legend "Licensed Professional Engineer," "Licensed Land Surveyor" or "Licensed Professional Engineer and Land Surveyor," as the case may be. Alternatives, such rubber stamp facsimiles of the seal shall not be permitted. Digital seals may be used, so long as they are in compliance with N.J.A.C. 13:40-8.1A.

- b) The application of a signature and seal to documents relating to the practice of professional engineering and/or professional land surveying shall indicate that the licensee has provided regular and effective supervision to those individuals performing services that directly and materially affect the quality and competence of the engineering or land surveying work rendered.
 - 1) The following documents shall be signed and sealed and shall contain the name of the professional business entity and, if appropriate, the entity's certificate of authorization number:
 - i) Maps, plats, reports, descriptions, plans, design specifications, certifications or similar documents; and
 - ii) Shop drawings for the construction of buildings, structures and related equipment, or for other purposes, the preparation of which requires engineering calculations and/or engineering input. Catalog information and standard product information shall be exempt from the requirements of this section.

- c) The signature and/or seal signifies that the licensee takes professional responsibility for the document based upon the accepted standards of practice in place at the time the documents were sealed.

- d) Where the document includes the work of more than one professional, each professional shall sign and seal the document with clear reference to the work that he or she has performed. See "N.J.A.C. 13:40-8.6 for title block requirements.

- e) A licensee shall not affix a signature and/or seal to documents constituting the practice of the profession regulated which have been prepared by another person unless such work was performed under the direction and supervision of the licensee.
- f) Incomplete and/or draft plans, documents and sketches, whether advanced or preliminary copies, shall be conspicuously identified and may be signed but shall not be sealed, provided that the licensee inserts the language that "This is not a sealed document" in place of the seal in the title block.

13:40-8.1A DIGITAL SIGNATURES AND SEALS

- a) A digital signature and seal shall carry the same weight, authority, and effect as a handwritten signature and impression-type seal when the following criteria are met:
 - 1) The digital signing and sealing process satisfies the requirements of the Digital Signature Standard (DSS) established by the National Institute of Standards and Technology, FIPS PUB 186-4, Digital Signature Algorithm Validation System, (2014), which is hereby incorporated by reference, as amended and supplemented. This standard may be obtained at the following website: <http://www.NIST.gov/>. The digital signature and seal must be:
 - i) Unique to the licensee;
 - ii) Verifiable by a trusted third party or some other approved process as belonging to the licensee;
 - iii) Under the licensee's direct and exclusive control; and
 - iv) Linked to a document in such a manner that the digital signature and seal is invalidated if any data in the document is changed. Once the digital signature and seal are applied to the document, the document shall be available in read-only format if the document is to be digitally transmitted.
- b) A licensee who digitally signs and seals a document shall maintain a digital copy of the electronically transmitted document that has also been digitally signed and sealed for future verification purposes in accordance with N.J.A.C. 13:40-3.4(b).
- c) The pictorial representation of the digital signature and seal shall be readily available to the Board upon Board request and shall be produced in a manner acceptable to the Board. It shall contain the same words and shall have substantially the same graphic

appearance and size as when the image of the digitally transmitted document is viewed at the same size as the document in its original form.

- d) Licensees are responsible for the use of their private digital keys. A lost or compromised key shall not be used and the licensee shall cause a new key pair to be generated in accordance with the criteria described in (a) above. A licensee shall take all reasonable steps to ensure that a compromised key is invalidated, and shall inform all affected clients that the digital key has been compromised.

13:40-8.2 TITLE BLOCK ON DRAWINGS; FORMS; REMOVAL

- a) Every licensee shall provide a title block on all drawings (except renderings), and similar information on the title page of all specifications and reports constituting the practice of the profession.
- b) The title block shall be in such form as the Board may adopt or approve.
- c) Such title block shall be distinct and separate from any other title block, plaque, or any similar device of illustration or lettering.
- d) The title block shall be lettered on the drawing in such a manner as to reproduce clearly on all prints and reproductions thereof.
- e) No person shall remove a title block from any manually drafted or digital drawing, or from any print or reproduction for any reason.

13:40-8.3 TITLE BLOCK CONTENTS

- a) The title block shall contain:
 - 1) The name and location of the project;
 - 2) The name and address of the engineering or land surveying individual firm, partnership, limited liability partnership, limited liability company, corporation, professional association or professional service corporation. The name of the firm in the case of a limited liability partnership shall be followed by the words "Limited Liability Partnership" or the abbreviation "LLP" or "L.L.P." The name of the firm in the case of a limited liability company shall be followed by the words "Limited Liability Company" or the abbreviation "LLC" or "L.L.C."
 - 3) The full name and license number of the person(s) in responsible charge;

- 4) The title "professional engineer" and/or "professional land surveyor" spelled out;
 - 5) The signature of the person(s) in responsible charge and the date when signed; and
 - 6) If applicable, the certificate of authorization number as required by N.J.S.A. 45:8-56 and N.J.A.C. 13:40-10.1.
- b) An appropriate title block shall be provided on a site plan, which shall be included in any set of drawings of a building project. Any plan including land surveying data must also bear the title block or identity of the professional land surveyor who performed the land surveying work.
- c) The title block may contain the initials of the draftsmen or checker, and dates, drawing numbers, revision numbers and such similar incidental items are as customary in practicing engineers' or land surveyors' offices, provided that the name of the person(s) in responsible charge is readily discernible from the other information on the document and contained within the heavy borderline of the title block.

13:40-8.4 PROPOSED TITLE BLOCK FORM

Any licensee may submit a proposed form of title block to the State Board of Professional Engineers and Land Surveyors for approval.

13:40-8.5 TITLE BLOCK USE FOR PROFESSIONAL ENGINEER AND PROFESSIONAL LAND SURVEYOR WORK PROJECT

In the event the project contains the work of both a professional engineer and a professional land surveyor, any individual licensed in both professions may use the title "professional engineer and professional land surveyor," which can be spelled out in one title block.

13:40-8.6 SUBTITLE BLOCK OF INDEPENDENT PROFESSIONAL

If a project includes the work of any other licensed professional, not under the immediate supervision of the licensee in responsible charge and not otherwise identified in accordance with N.J.A.C. 13:40-7, a subtitle block of that professional firm or individual must appear on all plans involving that profession and each professional shall sign and seal the document with clear reference to the work that he or she has performed.