

Certification of Plans

Design Manual
Chapter 1
General Information

Originally Issued: 05-02-97
Revised: 01-23-04

All official plans shall be certified in accordance with the requirements set forth by the Iowa Engineering and Land Surveying Examining Board. The official plan is the final plan submitted to the Office of Contracts for letting.

A professional engineer or other licensed professional must certify every sheet in a plan. This is done by indicating on the signature block which sheet numbers are covered by the licensee's seal.

Primary Signature Block

The primary signature, see Figure 1 block is placed on the title sheet and should contain:

- the seal of the engineer who is in overall charge of the project's design. This engineer will normally be the Design Projects Engineer or Assistant for projects designed by the Department and for projects designed by consultants, an engineer designated by the consulting firm as being in responsible charge of the design.
- the engineer's signature and the date, handwritten in ink that contrasts in color with the plan's print.
- the engineer's name, printed or typed.
- the engineer's license renewal date.
- the sheet numbers that are covered by the engineer's seal.


 <p>LICENSED PROFESSIONAL ENGINEER Name 00000 IOWA</p>	<p>I hereby certify that this plan was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.</p> <p>_____</p> <p style="text-align: center;">Signature Date</p> <p>_____</p> <p style="text-align: center;">Printed or Typed Name</p> <p>My license renewal date is December 31, _____</p> <p>Pages or sheets covered by this seal: <u> A.01, B.01, C.01, X.01-X.05 </u></p> <p>_____</p> <p>_____</p>
---	---

Figure 1: The primary signature block is placed on the title sheet. Sheet numbers listed are those covered by the engineer's seal.

Other Signature Blocks

Parts of the plan that are designed under the direction of other licensed professionals should have separate signature blocks that relate to their part of the project (see Figure 2). These signature blocks should be placed on the first plan sheet that is covered by their seal.

Each signature block should list the sheet numbers that are covered by the licensed professional’s seal. Plan information prepared under the direction of separate licensees should not be placed on the same sheet. In other words, two licensed professionals should not be responsible for the same plan sheet.

A separate signature block should not be used on sheet C.01, even if the quantity estimates were checked primarily by another licensed engineer. The Roadway Design block is used for sheets related to road design that are included in other types of projects (such as bridge projects).

ROADWAY DESIGN	<p>I hereby certify that this plan was prepared under my supervision and that engineering decisions with regard to the design were made by me or by other duly licensed Professional Engineers under the laws of the State of Iowa.</p> <p>Signature _____ Date _____</p> <p>Printed or Typed Name _____</p> <p>My license renewal date is December 31, _____</p> <p>Pages or sheets covered by this seal: _____</p>
HYDRAULIC DESIGN	<p>I hereby certify that this plan was prepared under my supervision and that engineering decisions with regard to the design were made by me or by other duly licensed Professional Engineers under the laws of the State of Iowa.</p> <p>Signature _____ Date _____</p> <p>Printed or Typed Name _____</p> <p>My license renewal date is December 31, _____</p> <p>Pages or sheets covered by this seal: _____</p>
LANDSCAPE DESIGN	<p>I hereby certify that this plan was prepared by me or under my direct personal supervision and I am a duly registered Landscape Architect under the laws of the State of Iowa.</p> <p>Signature _____ Date _____</p> <p>Printed or Typed Name _____</p> <p>My registration renewal date is December 31, _____</p> <p>Pages or sheets covered by this seal: _____</p>
GEOTECHNICAL DESIGN	<p>I hereby certify that this plan was prepared under my supervision and that engineering decisions with regard to the design were made by me or by other duly licensed Professional Engineers under the laws of the State of Iowa.</p> <p>Signature _____ Date _____</p> <p>Printed or Typed Name _____</p> <p>My license renewal date is December 31, _____</p> <p>Pages or sheets covered by this seal: _____</p>
LIGHTING DESIGN	<p>I hereby certify that this plan was prepared under my supervision and that engineering decisions with regard to the design were made by me or by other duly licensed Professional Engineers under the laws of the State of Iowa.</p> <p>Signature _____ Date _____</p> <p>Printed or Typed Name _____</p> <p>My license renewal date is December 31, _____</p> <p>Pages or sheets covered by this seal: _____</p>

Figure 2: Separate signature blocks are used for parts of the plan designed under the direction of other licensed professionals.

Index of Seals

If parts of the plan are being certified by other licensed professionals, the title sheet should also contain an index of seals. This is a tabulation that identifies the sheet number where any other signature blocks are located, as well as the licensee’s name and area of design (see Figure 3).

INDEX OF SEALS		
SHEET NO.	NAME	TYPE
A.01	Kent D. Nicholson	Primary Signature Block
<i>A.03</i>		<i>See Revision Sheet</i>
P.01	Jay L. Chiglo	Lighting Design
Q.01	Robert L. Stanley	Geotechnical Design
V.01	William D. Tucker	Structural Design

Figure 3: The index of seals is included on the title sheet if there are other signature blocks in the plan. If there are revisions, the revision sheet number(s) should be handwritten onto the index.

Plan Revisions

The A-series plan sheets following the title sheet, the legend sheet, and map sheets (if needed) should be reserved for revision sheets (see Section 1E-2).

If sheets are being revised or new sheets added, the appropriate signature block should be placed on the revision sheet and signed by the licensed professional in charge of the revised or added sheets. Signature blocks for revisions should be filled out in the same manner as the other blocks, with the revised sheet numbers listed that are covered by the seal.

If there is more than one plan revision, a different revision sheet should be used each time.

The sheet number of the revision sheet(s) should also be handwritten onto the index of seals on the original title sheet (see Figure 3).

Plan Sheets Prepared for the Office of Bridges and Structures

If plan sheets are being prepared for inclusion in a bridge project, a Design Sheet block (see Figure 4) should be placed on each sheet. The signature block of the licensed professional responsible for these sheets should be placed on the first design sheet.

The Office of Bridges and Structures will place the design sheets in an appropriate location within their plan.

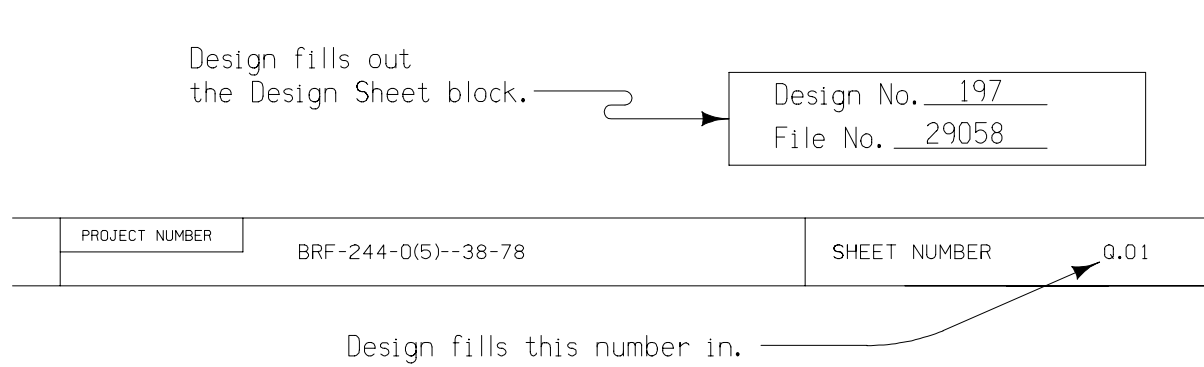


Figure 4: The Design Sheet block should be placed on all sheets prepared for inclusion in a bridge project.