



# Professional Engineer's Seal Policy

PDS

Engineering Services Division

ES Policy # 3-03

To insure a level of expertise, experience and responsibility for submittals, Engineering Services (ES) requires a State of Kansas Professional Engineer's seal, date and signature on specific documents. Application of this requirement shall be in accordance with the State of Kansas Statutes governing Technical Professionals.

The Kansas State Board of Technical Professional Statutes, Article 66-6-1.(b) **states: Each original drawing, document, technical report, legal description, record, and paper prepared by or under the direct supervision of the licensee in the licensee's professional capacity shall be stamped with the licensee's seal, unless the project is exempt from the requirements for licensure pursuant to K.S.A. 74-7031, K.S.A 74-7031, K.S.A. 74-7032, K.S.A. 74-7033, K.S.A. 74-7034, and amendments thereto. After the licensee's seal has been applied to the original or record copy, the licensee shall place the licensee's handwritten signature and date across the seal. Computer-generated or other facsimile signatures and dates shall not be acceptable.**

The P.E. seal requirements apply to the following list of documents reviewed by Engineering Services.

1. Public Improvement Plans.
2. Private Construction Plans (submitted to Building Safety and reviewed by Engineering Services).
3. Stormwater Management Studies and Plans and Flood Studies.
4. Preliminary and Final Stormwater Detention Studies and Plans.
5. Stream Bank Stability Studies.
6. Traffic Studies.
7. Geotechnical Engineering Studies.
8. Stream Relocation Studies.
9. Plot Plans (Engineered only).
10. Other plans, documents or calculations as required by Engineering Services.

For all studies and calculations, the P.E. seal, date and signature shall be affixed to at least one page that is bound within the submitted document. The individual engineer responsible for the study and calculation content shall be the P.E. that seals, dates and signs the document.

For all Public Plans (ESR cases) and Detention Plans (DET cases), the P.E. seal, date and signature shall be affixed to each page of one complete set of the plans to create an original set of the Public or Detention Plans. Additional sets submitted for final approval and processing may be reproduced from the original plan set to provide distribution for inspection, construction use and records.

For all Private Plans (PRS cases) processed by Building Safety, the P.E. seal, date and signature shall be affixed to each page of the submitted set.