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All registrants must adhere to the Arizona State Board of Technical Registration's (AZBTR's) rules and statutes. For laws, rules, standards and policies regulated by the AZBTR see website, <https://btr.az.gov/>. Although the AZBTR does not provide legal advice they reviewed this document. The following are City of Phoenix policies.

## **Can a second registrant revise plans sealed by another registrant?**

**The following rules apply regardless of whether the plans have been approved yet by the Planning and Development Department or permits issued. (Subject to approval of extensions for expired plan reviews or permits).**

1. Can a registrant revise another registrant's plans, **removing the original seal and putting their own if they are from the same firm?**
  - Yes, this is acceptable to PDD. No extra steps are required by PDD.
2. Can a registrant revise another registrant's plans, **removing the original seal and putting their own if they are from different firms?**
  - It is not the role of PDD staff to look for cases where a registrant may have taken the plans of another registrant and without their permission, copied them and sealed them as their own. If such a case is brought to the staff's attention the staff can contact the initial registrant to inform them of their concern. Staff cannot refuse to accept such plans for review and permitting. It is a legal issue between the registrants.
3. Can a registrant from the same or a different firm revise another registrant's plans, **leaving the original applicant's seal, clouding the area that is revised and add their seal to the revised work?**
  - Yes, this is acceptable to PDD. No extra steps are required by PDD. When a registrant revises another registrant's plans the second registrant shall clearly delineate all modifications, seal those changes and be held fully responsible for the changes made and the impact of those changes on the original design.
4. Can a registrant from the same or a different firm revise another registrant's plans, **leaving the original applicant's seal, clouding the area that is revised and add their seal to the revised work** if the original registrant no longer exists or is no longer in business?
  - Yes, this is acceptable to PDD. No extra steps are required by PDD. When a registrant revises another registrant's plans the second registrant shall clearly delineate all modifications, seal those changes and be held fully responsible for the changes made and the impact of those changes on the original design.
5. Can a registrant revise another registrant's plans, **leaving the original applicant's seal, clouding the area that is revised and add their seal to the revised work** if the original registrant has not given permission for them to be revised and submitted (such as that they were not paid?)
  - Yes, this is acceptable to PDD. No extra steps are required by PDD. When a registrant revises another registrant's plans the second registrant shall clearly delineate all modifications, seal those changes and be held fully responsible for the changes made and the impact of those changes on the original design.

**Can approved plans be used by the project's Owner if the registrant is no longer part of the design team?**

**The following rules apply if the Owner is the original applicant or a new Owner of the project.**

1. If approved plans are expired, permits were never pulled and the plan approval can be extended, can the plans by the original registrant be used if the original **registrant no longer exists or is no longer in business**?
  - Yes, this is acceptable to PDD. The plans do not have to be resealed.
2. If approved plans are expired, permits were never pulled and the plan approval can be extended, can the Owner use the plans by the original registrant if the original **registrant does not want them to be used and has not given permission to the Owner for them to be used** (such as when the registrant has not been paid).
  - Yes, this is acceptable to PDD. The plans do not have to be resealed. Any disagreement is a legal issue between the registrant and owner.
3. If approved plans are expired, permits were never pulled and the plan approval can be extended, can a **new Owner use the plans given to them by the original Owner** if the original registrant no longer exists, is no longer in business or does not give them permission to be used?
  - Yes, this is acceptable to PDD. The plans do not have to be resealed. Any disagreement is a legal issue between the registrant and owner.
4. If permits **were** pulled and the project became inactive after construction was started and the permits have expired and the owner wants to bring it back to life but the original **registrant no longer exists, is no longer in business or does not give them permission to be used**, can those same plans be used? Do they need to and can they be sealed by another registrant to bring the job back to life?
  - The original plans can be used if there has been no code change since the project was initially permitted. The plans do not have to be resealed. For buildings that were not started building plans must be resubmitted for the current code if there has been a code cycle change. For buildings that were 90% or less complete, a case by case evaluation will be made for additional requirements or new plans with new permits. Any disagreement is a legal issue between the registrant and owner.

**Notes:**

1. All of the cases described above in this document are based on the Owner or applicant having possession of the city redlined plans, for plans not yet approved, or the approved city stamped plans.
2. When plans are stamped with the seal of registrant, those seals do not expire as long as the seal was current and valid at the time the plans were sealed. If a registrant's seal has expired all plans that had been stamped when their seal was current do not expire per the Arizona State Board of Technical Registration. PDD will determine if an older plan is still acceptable to be used based on the currency of the codes that they were designed under.
3. When a registrant makes revisions to plans, the plans are not required to be resealed with an updated date if the registrant indicates on the revised sheets the date, nature and scope of the revision. This is typically done with a delta and date in the border and a cloud around the revised portion of the plan with the corresponding delta. See AZBTR Substantive Policy Statement 7 for R4-30-304. Revisions or additions cannot be made by non-registrants who are not under the direction of the registrant.
4. Per IBC A107.3.4 the Building Official shall be notified in writing by the owner if the registered design professional in responsible charge is changed.
5. Per IBC 105.8.4 any time after a permit has been issued, a new architect or engineer shall submit a new special inspection certificate to the Planning & Development Inspector at the site prior to performing any special inspections.
6. Site plans are not required to be sealed. Development and submittal of a site plan may be by a non-registrant.