



CDD Building Division

Policy and Procedures

Policy Category – Public Information	Number: 1.003 11/14/18	Revised:
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Projects that require a California Professional Engineer or a California Registered Architect's Signature

Purpose:

To provide clear and consistent guidance to our customers for when submitted plans requires a California Professional Engineer's or a California Registered Architect's signature.

Policy:

The City of Napa Building Division will comply with the California Business & Professions Code as indicated with the following: All plans submitted for a permit are required to be signed by either a California Professional Engineer or a California Registered Architect, as specified in Sections 5537 and 6737 of the California Business & Professions Code, **with the following exceptions:**

- Single family Dwellings of conventional light wood-frame construction not more than two (2) stories and a basement in height.
- Multiple dwellings containing not more than four dwelling units (total of existing, plus new) of light wood-frame construction on any lawfully divided lot. Total of four (4) dwelling units in clusters, such as apartments or condominiums.
- Garages or other structures appurtenant to a single-family dwelling or multiple dwellings not more than two (2) stories and a basement in height.
- Agricultural and ranch buildings unless the **Building Official** deems that an undue risk to the public health, safety or welfare is involved.

However, **if any portion** of any structure or building exempted by these sections, deviates from the requirements for conventional light wood-frame construction or tables of limitation for light wood-frame construction found in Division IV of Chapter 23, Section 2320 of the California Building Code as adopted by the local jurisdiction, then the **Building Official** may require the preparation of plans, drawings, specifications or calculations **for that portion** a California Professional Engineer or California Registered Architect. The documents **for that portion** shall bear the stamp and signature of the California licensee or registered design professional who is responsible for their preparation.

In accordance with **Sections 5538 and 6745 of the California Business & Professions Code**, do not prohibit any person from furnishing plans for any of the following:

- Non-structural store fronts, interior alterations, fixtures, cabinetwork, furniture, or other appliances or equipment.
- Any non-structural work necessary to provide for their installation. However, an unlicensed or unregistered person **may not** prepare plans for those alterations that will change or affect any components of the structural system or safety of the building or its occupants. Safety of the building includes such items as means of egress, fire, structural and other code requirements.

Except as specifically noted above, examples of projects that **require** plans to be prepared, signed and stamped by a California Professional Engineer or California Registered Architect are as follows:

- New non-exempt buildings and additions to existing non-exempt buildings.
- Projects with interior or exterior structural alterations.
- Interior alteration with an occupancy classification change.
- All **Group A** (Assembly) occupancies.
- All **Group E** (School and Day Care) occupancies.
- All **Group F** (Factory and Industrial) occupancies.
- All **Group H** (Hazardous) occupancies.
- All **Group I** (Institutional) occupancies.
- All **Group R, Division 2 or 6** occupancies, and non-exempt **Division 1** occupancies.
- Projects with mixed occupancies.
- Interior alteration with walls and partitions over 5 feet 9 inches in height or ceiling work which cover a floor area greater than 3000 square feet, for **Groups B, S-1, S-2 or M** occupancies.
- Storage racks over 8 feet in height.
- Remodeling projects that creates or alters 1-hour fire rated corridors or any other fire rated assemblies.
- Alterations which change the means of egress requirements.
- Tanks and vessels.
- Non-structural components or equipment attached to buildings requiring design as per California Building Code, Section 1632.1, such as for equipment weighing over 400 pounds.
- Energy forms ENV-1, LTG-1 AND MECH-1, **unless by licensed contractor who performs the work.**
- Mechanical, electrical and plumbing systems for non-exempt buildings.
- Remodeling projects in high-rise buildings with a height over 75 feet.
- Lateral force-resisting systems utilizing poles in the ground, often referred to as “pole buildings”.
- **Any project deemed by the Building Official** to require a design by a California Professional Engineer or a California Registered Architect.

Projects that require a stamp and wet stamp/signature:

- At initial and all subsequent plan check submittals, Stamp or seal may be original or copy, with expiration date of the license or registration. All sheets of plans, and cover sheet or first page of the calculations, specifications and reports.

- At final submittal, **wet stamp and wet signature** on cover sheet of plans and cover sheet or first page of calculations, specifications and reports.
- All other sheets of the final plan set shall be stamped and signed, original or copy.

Aiding and abetting, what constitutes aiding and abetting:

In accordance with the California Business & Professions Code, Section 5582, 5582.1, and Title 16 135 and 151 of the CCR for architects, and similarly for engineers under California Business & Professions Code, Section 6735.

Aiding and abetting occurs when a California licensed architect acts in the following:

- Assists unlicensed individuals to circumvent the Architects Practice Act (B & P Code, Section 5500 et seq.)
- Stamps and signs documents which have not been prepared by the architect or **in the architect's office under the architects immediate and responsible direction.**
- Permits his or her name to be used for the purpose of assisting any person, not an architect, to evade the provisions of the Architects Practice Act.

Please contact the City of Napa, Building Division, if you need clarification or have any questions.