

**Requirement for Design Professional Seals for Deferred Plan Submittals**

*HLS Procedure Number C-027*

Adopted under the provisions of Sections 6(b)(ii)(D) and 9(b)(iii) of the Ch. 3 Construction Rules and Regulations for Healthcare Facilities.

Throughout this policy, Healthcare Licensing and Surveys is referred to as HLS.

**Purpose:**

To establish guidelines for acceptable means of providing design professional seals for deferred plan submittals.

**Policy:**

All deferred submittals of which the scope has been determined to require the seal of a design professional registered for practice in the State of Wyoming (Re: HLS Procedure Number C-025) shall be either:

1. Prepared by a design professional registered for practice in the State of Wyoming.
- OR
2. Reviewed and approved by a design professional registered for practice in the State of Wyoming.

If prepared by a design professional registered for practice in the State of Wyoming, the plans, shop drawings, specifications, etc. shall bear the seal, signature, and date of signature of that design professional.

If reviewed and approved by a design professional registered for practice in the State of Wyoming, that design professional shall provide a "letter of approval" of the plans, shop drawings, specifications, etc. The letter shall contain, but is not limited to, the following information:

1. Project Name
2. HLS Project Number
3. Description of the deferred submittal package reviewed
4. List of items and page numbers reviewed (including issue dates)
5. Statement of approval
6. Seal of the registered design professional, signed, and dated

*July 15, 2011*