

**Wyoming Department of Health**

Aging Division - Healthcare Licensing and Surveys

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**Determining Requirement for Design Professional Seals**

**HLS Policy and Procedure C-025**

*Adopted under the provisions of Sections 6 (a) of the  
Chapter 3 Construction Rules and Regulations for Healthcare Facilities.*

**Throughout this policy:**

- *Healthcare Licensing and Surveys is referred to as “HLS”.*
- *“Plans” includes all submitted drawings, specifications, and/or calculations.*

**Purpose:**

The purpose for determining requirements for design professional seals is to establish guidelines for determining whether a project will require the seal of a State of Wyoming registered design professional. This policy will ensure that the seal of a State of Wyoming registered design professional will be affixed to the construction documents requiring it.

**Policy:**

Upon receipt of preliminary plans from a facility the Project Manager will perform a brief overview of the plans, consulting with an engineer or the Chief of Life Safety and Construction when necessary, to determine whether the final plan submittal must include the seal(s) of design professional registered for practice in the State of Wyoming.

**Procedure:**

1. All preliminary plan submissions received by HLS, either hard copy or electronically, will be processed by the Project Manager. They will evaluate scope of the project to determine if the project includes changes to or additions of:
  - a. Occupancy classification.
  - b. Structural elements of the building.
  - c. Fire and smoke protection features such as:
    - Exterior walls
    - Fire walls
    - Fire barriers
    - Fire partitions
    - Shaft enclosures
    - Smoke barriers
    - Smoke partitions
    - Horizontal assemblies
  - d. Fire protection systems such as:

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- Fire sprinkler system changes that could affect the flow characteristics of the system
  - Fire alarm system
  - e. Means of egress.
  - f. Accessibility.
  - g. Elevator & conveying systems beyond cosmetic changes.
  - h. Mechanical systems that will affect the overall performance of the:
    - Ventilation systems
    - Exhaust systems
    - Combustion air systems
    - Chimney/vent systems
    - Boiler/water heater systems
    - Refrigeration systems
    - Fuel gas systems
  - i. Plumbing systems that will affect the overall performance of the:
    - Sanitary drainage/vent systems
    - Domestic water systems
    - Storm drainage systems
    - Medical gas/oxygen systems
  - j. Any other circumstances that would require a design professional's evaluation for the safety of the occupants.
2. If the answer is yes to any of the above, seal(s) of a responsible design professional registered in the State of Wyoming will be affixed to the final plans and specifications. *See HLS Procedure Number C-027 for alternative certifications regarding fire sprinkler and fire alarm systems.*
  3. If the Project Manager has any question as to whether the seal(s) of a design professional registered in the State of Wyoming is required, they will consult with an engineer or the Chief of Life Safety and Construction.
  4. If the preliminary plan submittal is complete enough or of simple enough scope that final plan review may be waived, but the scope is such that a seal(s) of design professional registered in the State of Wyoming is required and no seal(s) are affixed, then the Project Manager will notify the facility, that to waive final plan review, the plans must bear the seal(s) of a design professional registered in the State of Wyoming. It is the facility's option to either postpone preliminary plan review until the required seal(s) are provided, or proceed with preliminary plan review with the provided documents and submit final plans with the required seal(s) for final plan review.
  5. The Project Manager will make note in the "Project List" sheet in the HLS Queue if it is determined the final plan submittal will be required to be affixed with the appropriate seal(s).
  6. Upon completion of the preliminary plan review, the Engineer reviewing the project is to inform the facility via comments provided on the reviewed plans that based on the scope depicted in the preliminary plan submittal either:
    - a. The final plans and specifications will require the seal(s) of a design professional registered in the State of Wyoming.

or:

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- b. Based on the scope of the project the final plans will not require the seal(s) of a design professional registered in the State of Wyoming. *However, if the scope of the project expands from what was depicted in the preliminary plans and specifications, or something was missed in the preliminary plan review, it may be determined that the seal(s) will be required.*

***HLS Policy and Procedure C-025 is subject to change without prior notice.***