

Requirement for Design Professional Seals for Deferred Plan Submittals

HLS Policy and Procedure C-027

*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 of this requirement is to establish guidelines for acceptable means of providing design professional seals for deferred plan submittals. 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:

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, using HLS Policy and Procedure C-025, will be prepared by a design professional registered for practice in the State of Wyoming, or reviewed and approved 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.

Fire sprinkler and fire alarm deferred submittals determined to require the seal of a design professional registered for practice in the State of Wyoming, using HLS Policy and Procedure C-025, may be reviewed and approved by a National Institute for Certification in Engineering Technologies (NICET) Level III or higher. Hazard classifications shall be identified in the preliminary and/or final plan submittal package and be sealed by a design professional registered for practice in the State of Wyoming.

Procedure:

When reviewed and approved by a design professional registered for practice in the State of Wyoming, that design professional will 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. HLS Project Number and Project Name.
2. Description of the deferred submittal package reviewed.
3. List of items and page numbers reviewed including issue dates.
4. Statement of approval.
5. Seal of the registered design professional, signed, and dated.

HLS Policy and Procedure C-027 is subject to change without prior notice.