

## **SUCCESSOR ARCHITECT POLICY**

A registrant is prohibited from sealing plans originally prepared by a person not under the registrant's responsible charge, whether or not that person is another registrant. In special circumstances, specifically where the first registrant has changed employment or is deceased, a second registrant may perform work on a set of plans originally prepared by another registrant. If the plans are incomplete (are at a stage prior to submittal to a reviewing official), the second registrant may not seal the set of drawings prepared by the first registrant; rather, the second registrant must take all steps necessary to ensure that the drawings were prepared under his or her responsible charge. If the plans are complete and have been submitted to a reviewing official, the second registrant may prepare and seal addenda sheets if revisions are necessary.

Approved by the Board September 2007