Iowa Building Code Official's Handbook

INTRODUCTION

The charge given an Iowa Building Official is the same as that given the Iowa Architectural Examining Board, the Iowa Engineering and Land Surveying Examining Board, and the Iowa Landscape Architectural Examining Board: safeguarding the health, safety and welfare of Iowa citizens by assuring the adequacy of buildings and their surroundings constructed in this state.

Although the charge is the same, the approach must differ. Building officials review construction documents, authorize construction of new buildings, and monitor existing structures for code compliance. The Boards assure the public that design professions have met minimum standards. We rely on you, the Building Official, to assist in compliance with the laws governing the practice of architecture, engineering, and landscape architecture in Iowa. Building officials may, in turn, rely on the architectural, engineering and land surveying, or landscape architectural boards as a source of information and support.

There exists, however, some confusion among some design professionals and building officials as to the requirements of the laws governing the practice of architecture, engineering, and landscape architecture. This handbook is a guideline to assist in the application of the governing regulations but does not attempt to address all the questions concerning the practices of architecture, engineering, and landscape architecture.

This document is not a substitute or replacement for the Iowa Code or rules governing the practice of architecture, engineering or landscape architecture in Iowa. Please refer to the pertinent Iowa Code and Iowa Administrative Code rules for the complete text of the items cited in this guide.

This guide has been updated by a workgroup of representatives from Iowa's three professional regulation boards (Iowa Architectural Examining Board, Engineering & Land Surveying Examining Board and Landscape Architectural Examining Board), the Iowa State Fire Marshall's Building Code Bureau and the Iowa Association of Building Code Officials to provide guidance for both design professional and local code officials, with regard to the interpretation of certain aspects of Iowa professional licensing laws.

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SECTION I - EXCERPTS FROM THE IOWA CODE

CHAPTER A - IOWA ARCHITECTURAL LAW:

Some excerpts from Chapter 544A, Licensed Architects, follow.

544A.1 PRACTICE REGULATED -CREATION OF ARCHITECTURAL EXAMINING BOARD.

The practice of architecture affects the public health, safety, and welfare and is subject to regulation and control in the public interest. Only persons qualified by the laws of the state are authorized to engage in the practice of architecture in the state.

544A.15 UNLAWFUL PRACTICE VIOLATIONS PENALTY- CONSENT AGREEMENT

It is unlawful for a person to engage in or to offer to engage in the practice of architecture in this state or use in connection with the person's name, the title architect, licensed architect, or architectural designer, or to imply that the person provides or offers to provide professional architectural services, or to otherwise assume, use or advertise any title, word, figure, sign, card, advertisement, or other symbol or description tending to convey the impression that the person is an architect or is engaged in the practice of architecture unless the person is qualified by licensure as provided in this chapter.

A person who violates this section is guilty of a serious misdemeanor.

544A.16 DEFINITIONS

As used in this chapter, unless the context otherwise requires:

"Architect" means a person qualified to engage in the practice of architecture who holds a current valid license under the laws of this state.

"Direct supervision and responsible charge" means an architect's personal supervisory control of work as to which the architect has detailed professional knowledge. In respect to preparing technical submissions, "direct supervision and responsible charge" means that the architect has the exercising, directing, guiding, and restraining power over the design of the building or structure and the preparation of the documents, and exercises professional judgment in all architectural matters embodied in the documents. Merely reviewing the work prepared by another person does not constitute "direct supervision and responsible charge" unless the reviewer actually exercises supervision and control and is in responsible charge of the work.

Note: Direct supervision and responsible charge requires physical presence, or in the situation of work performed remotely, immediately available to furnish assistance or direction throughout the performance of the work.

"Practice of architecture" means performing, or offering to perform, professional architectural services in connection with the design, preparation of construction

documents, or construction of one or more buildings, structures, or related projects, and the space within and surrounding the buildings or structures, or the addition to or alteration of one or more buildings or structures, which buildings or structures have as their principal purpose human occupancy or habitation, if the safeguarding of life, health, or property is concerned or involved, unless the buildings or structures are excepted from the requirements of this chapter by section 544A.18.

"*Professional architectural services"* means consultation, investigation, evaluation, programming, planning, preliminary design and feasibility studies, designs, drawings, specifications and other technical submissions, administration of construction contracts, observation of construction site progress, or other services and instruments of service related to architecture. A person is performing or offering to perform professional architectural services within the meaning of this chapter, if the person, by verbal claim, sign, advertisement, letterhead, card, or in any other way represents the person to be an architect or through the use of a title implies that the person is an architect.

"Technical submissions" means the designs, drawings, sketches, specifications, details, studies, and other technical reports, including construction documents, prepared in the course of the practice of architecture.

Note: Certain building types do not require the services of a licensed architect. These are spelled out in section 544A.18 of the Code of Iowa.

544A.18 EXCEPTIONS

Notwithstanding the other provisions of this chapter, persons who are not licensed architects may perform planning and design services in connection with any of the following:

1. Detached residential buildings containing twelve or fewer family dwelling units of not more than three stories and outbuildings in connection with the buildings.
2. Buildings used primarily for agricultural purposes including grain elevators and feed mills.
3. Nonstructural alterations to existing buildings which do not change the use of the building:
   a) From any other use to a place of assembly of people or public gathering.
   b) From any other use to a place of residence not exempted by subsection 1.
   c) From an industrial or warehouse use to a commercial or office use not exempted by subsection 4.
4. Warehouses and commercial buildings not more than one story in height, and not exceeding ten thousand square feet in gross floor area; commercial buildings not more than two stories in height and not exceeding six thousand square feet in gross floor area and light industrial buildings.
5. Factory built buildings which are not more than two stories in height and not exceeding twenty thousand square feet in gross floor area or which are certified by a professional engineer registered under chapter 542B.

6. Churches and accessory buildings, whether attached or separate, not more than two stories in height and not exceeding two thousand square feet in gross floor area.

Note: Appendix "A" contain a matrix describing by building type and use when the services of a licensed architect or licensed professional engineer are required or may not be required in connection with new building construction, and alterations to existing buildings.

Chapter 193B-5.1 of the Iowa Administrative Code contains definitions of building type and uses as contained in Appendix "A"

544A.28 SEAL REQUIRED

An architect shall procure a seal with which to identify all technical submissions issued by the architect for use in this state. The seal shall be of a design, content, and size designated by the board.

Technical submissions prepared by an architect, or under an architect's direct supervision and responsible charge, shall be stamped with the impression of the architect's seal. The board shall designate by rule the location, frequency, and other requirements for use of the seal. An architect shall not impress the architect's seal on technical submissions if the architect was not the author of the technical submissions or if they were not prepared under the architect's direct supervision and responsible charge. An architect who merely reviews standardized construction documents for pre-engineered or prototype buildings, is not the author of the technical submissions and the technical submissions were not prepared under a reviewing architect's responsible charge.

An architect shall cause those portions of technical submissions prepared by a professional consultant to be stamped with the impression of the seal of the professional consultant, with a clear identification of the consultant's areas of responsibility, signature, and date of issuance.

Note: The definition of the practice of architecture expressly excludes excepted projects. Therefore, technical submissions for excepted projects do not need to be signed and sealed when they are prepared by a licensed architect.

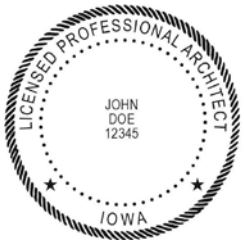
A public official charged with the enforcement of the state building code or a municipal or county building code, shall not accept or approve any technical submissions involving the practice of architecture unless the technical submissions have been stamped with the architect's seal [or engineer's certification and seal, *see* Iowa Code §§ 542B.16(1) & 544A.17(1)] as required by this section or unless the applicant has certified on the technical submission to the applicability of a specific exception under section 544A.18 permitting the preparation of technical submissions by a person not licensed under this

chapter. A building permit issued with respect to technical submissions which do not conform to the requirements of this section is considered by the board to be invalid.

IOWA ADMINISTRATIVE CODE 193B—4.7(7) SEAL AND CERTIFICATE OF RESPONSIBILITY:

A legible rubber stamp or other facsimile (electronic or digital) of the seal may be used. Every licensed architect is required by Iowa law to obtain a seal (or stamp) which shall have his or her name, LICENSED ARCHITECT, IOWA, and license number on it.

The seal and certification may be applied electronically or by legible rubber stamp. Information requested in each information block must be typed or legibly printed. THE SIGNATURE MUST BE APPLIED IN PERMANENT CONTRASTING INK OR BY DIGITAL SIGNATURE AS DEFINED AND GOVERNED BY IOWA CODE 554D.



Following is a sample of the wording of the architect information block which should be used on each technical submission:

S E A L	I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly licensed architect under the laws of the state of Iowa. _____ Signature Date Printed or typed name _____ License number _____ My license renewal date is June 30, _____ Pages or sheets covered by this seal: _____ _____

Each technical submission submitted to a building official (the official copy) shall contain an information block on its first page or on an attached cover sheet for application of a seal by the architect in responsible charge and an information block for application of a seal by each professional consultant contributing to the technical submission. The seal and original signature shall be applied only to a final technical submission. Each official copy of a technical submission shall be stapled, bound or otherwise attached together so as to clearly establish the complete extent of the technical_submission. Each information block shall display the seal of the individual responsible for that portion of the technical submission. The area of responsibility for each sealing professional shall be designated in the area provided in the information block, so that responsibility for the entire technical submission is clearly established by the combination of the stated seal responsibilities.

The information requested in each information block must be typed or legibly printed in permanent ink or a secure electronic signature. An electronic signature as defined in or governed by Iowa Code chapter 554D meets the signature requirements of this rule if it is protected by a security procedure, as defined in Iowa Code section 554D.103(14), such as digital signature technology. It is the licensee's responsibility to ensure, prior to affixing an electronic signature to a technical submission, that security procedures are adequate to (1) verify that the signature is that of a specific person and (2) detect any changes that may be made or attempted after the signature of the specific person is affixed. The seal implies responsibility for the entire technical submission unless the area of responsibility is clearly identified in the information accompanying the seal.

CHAPTER B - IOWA ENGINEERING AND LAND SURVEYING LAW:

Some excerpts from Chapter 542B, Professional Engineers and Land Surveyors, follow.

542B.1 LICENSED ENGINEERS AND LAND SURVEYORS

A person shall not engage in the practice of engineering … in the state unless the person is a licensed professional engineer … as provided in this chapter, except as permitted by section 542B.26.

542B.2 TERMS DEFINED

"Professional engineer" means a person, who, by reason of the person's knowledge of mathematics, the physical sciences, and the principles of engineering, acquired by professional education or practical experience, is qualified to engage in the practice of engineering.

"Practice of engineering" means any service or creative work, … such as consultation, investigation, evaluation, planning, design and design coordination of engineering works and systems, planning the use of land and water, performing engineering surveys and studies, and the review of construction for the purpose of monitoring compliance with drawings and specifications, … in connection with any utilities, structures, buildings, machines, equipment, processes, works systems, projects, and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic, or thermal nature, insofar as they involve safeguarding life, health, or property and including such other professional services as may be necessary to the planning, progress, and completion of the services identified in this subsection.

Note: The mere execution, as a contractor, of work designed by a professional engineer, or the supervision of the construction of such work as a supervisor or superintendent shall not be deemed to be active practice in engineering work.

"Engineer intern" means a person who passes an examination in the fundamental engineering subjects, but does not entitle the person to claim to be a professional engineer.

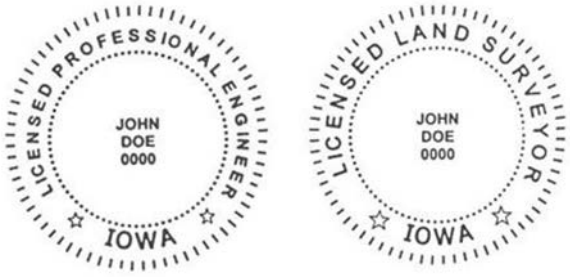
"In responsible charge" means having direct control of and personal supervision over any . . . work involving the practice of engineering. One or more persons, jointly or severally, may be in responsible charge.

"Engineering documents" includes all plans, specifications, drawings, and reports, if the preparation of such documents constitutes or requires the practice of engineering.

542B.16 SEAL CERTIFICATE OF RESPONSIBILITY REPRODUCTIONS

1. Each licensee, upon licensure, shall obtain a seal of a design approved by the board, bearing the licensees name, Iowa license number, and the words "professional engineer" or "professional land surveyor" or both, as the case may be. A legible rubber stamp or other facsimile of the seal may be used and shall have the same effect as the use of the actual seal.

Note: The seal and certification may be applied electronically or by legible rubber stamp. Iowa Admin Code r. 193C—6.1(3). Information requested in each information block must be typed or legibly printed. *Id.* r. 193C—6.1(5). THE SIGNATURE MUST BE APPLIED IN PERMANENT CONTRASTING INK OR BY DIGITAL SIGNATURE AS DEFINED AND GOVERNED BY IOWA CODE CHAPTER 554D.



2. All engineering documents and land surveying documents shall be dated and shall contain all of the following:
   a) The signature of the licensee in responsible charge.
   b) A certification that the work was done by the licensee or under the licensee's direct personal supervision.
   c) The Iowa legible seal of the licensee.
3. An agency, subdivision, or municipal corporation of this state, or an officer of the state, subdivision, or municipal corporation, shall not file for record or approve any engineering document or land surveying document which does not comply with this section.
4. A licensee shall not place the licensees signature or seal on any engineering document or land surveying document unless the licensee was in responsible charge of the work, except that the licensee may do so if the licensee contributed to the work and the licensee in responsible charge has signed and certified the work.
5. Violation of this section by a licensee shall be deemed fraud and deceit in the licensee's practice.

542B.26 APPLICABILITY OF CHAPTER

This chapter shall not apply to any fulltime employee of any corporation while doing work for that corporation, except in case of corporations offering their services to the public as professional engineers.

Corporations engaged in designing buildings or works for public or private interests not their own shall be deemed to be engaged in the practice of engineering within the meaning of this chapter. With respect to such corporations all principal designing or constructing engineers shall hold certificates of licensure issued under this chapter. This chapter shall not apply to corporations engaged solely in constructing buildings and works.

This chapter shall not apply to any professional engineer working for the United States government, nor to any professional engineer employed as an assistant to a professional engineer licensed under this chapter if such assistant is not placed in responsible charge of any work involving the practice of engineering, nor to the operation or maintenance of power and mechanical plants or systems.

IOWA ADMINISTRATIVE CODE 193C—6.1(4) SEAL AND CERTIFICATE OF RESPONSIBILITY:

Each engineering or land surveying document submitted to a client or any public agency, hereinafter referred to as the official copy (or official copies), shall contain an information block on its first page or an attached cover sheet for application of a seal by the licensee in responsible charge and an information block for application of a seal by each professional consultant contributing to the submission. In lieu of each contributing professional consultant providing an information block on the front page or attached cover sheet for application of a seal, a table shall be provided that identifies the contributing professionals and where their respective information blocks can be found within the document. The seal and original signature shall be applied only to a final submission. Each official copy (or copies) of a submission shall be stapled, bound or otherwise attached together so as to clearly establish the complete extent of submission. Each certification block shall display the seal of the licensee and shall designate the portion of the submission which that licensee is responsible for, so that responsibility for the entire submission is clearly established by the combination of the stated seal responsibilities. Any nonfinal submission of an engineering document or land surveying document to a client or public agency shall be clearly labeled “preliminary” or “draft.”

The engineering certification block shall substantially conform to the wording in the sample shown below:

SEAL	I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa. _____ (signature) (date) Printed or typed name License number _____ My license renewal date is December 31, _____. Pages or sheets covered by this seal: _____ _____ _____

CHAPTER C - IOWA LANDSCAPE ARCHITECTURE LAW:

Some excerpts from Chapter 544B, Landscape Architects, follow.

544B.1 DEFINITIONS

"Practice of landscape architecture" means the performance of professional services such as consultations, investigations, reconnaissance, research, planning, design, or responsible supervision in connection with projects involving the arranging of land and the elements thereon for public and private use and enjoyment, including the alignment of roadways and the location of buildings, service areas, parking areas, walkways, steps, ramps, pools and other structures, and the grading of the land, surface and subsoil drainage, erosion control, planting, reforestation, and the preservation of the natural landscape and aesthetic values, in accordance with accepted professional standards of public health, welfare, and safety. This practice shall include the location and arrangement of such tangible objects and features as are incidental and necessary to the purposes outlined in this chapter but shall not include the design of structures or facilities with separate and self-contained purposes for habitation or industry, or the design of public streets and highways, utilities, storm and sanitary sewers, and sewage treatment facilities, such as are ordinarily included in the practice of engineering or architecture; and shall not include the making of land surveys or final land plats for official approval or recording. Nothing contained in this chapter shall be construed as authorizing a professional landscape architect to engage in the practice of architecture, engineering, or land surveying.

"Professional landscape architect" means a person who has obtained a license pursuant to section 544B.2, and who engages in the practice of landscape architecture as defined in this section.

544B.2 LICENSE REQUIRED

A person shall not engage in the practice of landscape architecture, or use the title "landscape architect", "professional landscape architect", "landscape architecture designer", or use other titles or words, letters, figures, signs, cards, advertisements, symbols, or other devices to represent that the person or a business associated with the person is authorized to practice landscape architecture, without first obtaining a license as a professional landscape architect from the board pursuant to this chapter. Every holder of a license as a professional landscape architect shall display it in a conspicuous place in the holder's principal office.

544B.12 SEAL

Every professional landscape architect shall have a seal, approved by the board, which shall contain the name of the landscape architect and the words "Professional Landscape Architect, State of Iowa", and such other words or figures as the board may deem necessary. All landscape architectural plans and specifications, prepared by such professional landscape architect or under the supervision of such professional landscape architect, shall be dated and bear the legible seal of such professional

landscape architect. Nothing contained in this section shall be construed to permit the seal of a professional landscape architect to serve as a substitute for the seal of a licensed architect, a licensed professional engineer or land surveyor whenever the seal of an architect, engineer or land surveyor is required under the laws of this state.

544B.20 SCOPE OF CHAPTER

Nothing contained in this chapter shall be construed:

1. To apply to a professional engineer duly licensed under the laws of this state.
2. To apply to an architect licensed under the laws of this state.
3. To prevent a licensed architect or professional engineer from doing landscape planning and designing.
4. To affect or prevent the practice of land surveying by a land surveyor licensed under the laws of this state.
5. To apply to the business conducted in this state by any planner, agriculturist, soil conservationist, horticulturist, tree expert, arborist, forester, nursery or landscape nursery person, gardener, landscape gardener, landscape contractor, garden or lawn caretaker, tiling contractor, grader or cultivator of land, golf course designer or contractor, or similar business. However, such person shall not use the designation landscape architect or any title or device indicating or representing that such person is a professional landscape architect or is practicing landscape architecture unless such person is licensed under the provisions of section 544B.11.

IOWA ADMINISTRATIVE CODE 193D—4.1(7) SEAL AND CERTIFICATE OF RESPONSIBILITY:

Each professional landscape architect shall procure a seal with which to identify all technical submissions issued by the professional landscape architect for use in Iowa as provided in Iowa Code 544B.12.

Note: The seal and certification may be applied electronically or by legible rubber stamp. Information requested in each information block must be typed or legibly printed. THE SIGNATURE MUST BE APPLIED IN PERMANENT CONTRASTING INK OR BY DIGITAL SIGNATURE AS DEFINED AND GOVERNED BY IOWA CODE 554D.

A legible rubber stamp, an electronic image or other facsimile of the seal may be used.

Each technical submission to a client or any public agency [including building officials], hereinafter referred to as the official copy, shall contain an information block on its first page or on an attached cover sheet with application of a seal by the professional landscape architect in responsible charge and an information block with application of a seal by each professional consultant contributing to the technical submission. The seal and original signature shall be applied only to a final technical submission. Each official copy of a technical submission shall be stapled, bound or otherwise attached together so as to clearly establish the complete extent of the technical submission. Each information block shall display the seal of the individual responsible for that portion of the technical submission. The area of responsibility for each sealing professional shall be designated in the area provided in the information block, so that the responsibility for the entire technical submission is clearly established by the combination of the stated seal responsibilities. The information block shall substantially conform to the sample shown below:

<table>
<tr><td rowspan="2">SEAL

License Expires:</td><td>I hereby certify that the portion of this technical submission described below was prepared by me or under my direct supervision and responsible charge. I am a duly licensed professional landscape architect under the laws of the state of Iowa.

_____
Printed or typed name

_____
Signature</td></tr>
<tr><td>Pages or sheets covered by this seal:

_____

_____</td></tr>
</table>

The information requested in each information block must be typed or legibly printed in permanent ink or digital signature as defined in or governed by Iowa Code 554D on each official copy. The seal implies responsibility for the entire technical submission unless the area of responsibility is clearly identified in the information accompanying the seal.

It shall be the responsibility of the professional landscape architect who signed the original submission to forward copies of all changes and amendments to the technical submission, which shall become a part of the official copy of the technical submission,

to the public official charged with the enforcement of the state, county or municipal building code.

SECTION II - RESPECTIVE AREAS OF KNOWLEDGE AND EXPERTISE

The permissible overlaps and cross-scope activities among various design professions, are sometimes not easy to resolve. The scopes of practice for these professions overlap, leaving the local building officials with the task of interpreting the intent of state law. The following information provides design professionals and local government officials with a better understanding of the roles of design professions.

Provisions of Chapter 544A do not apply to professional engineers licensed under chapter 542B, meaning licensed engineers may engage in the practice of architecture. However, engineers shall undertake to perform assignments only when qualified by education or experience in the specific technical field.

- Architect - Responsible for comprehensive building design including: consultation, investigation, evaluation, programing, planning, design, preparation of drawings, specifications and other technical submissions, administration of construction contracts, observation of construction site progress or other services or instruments of service related to the construction of one or more buildings, structures or related projects and the space within and surrounding the buildings or structures, or the addition to or alteration of one or more buildings or structures, which buildings or structures have their principal purpose related to human occupancy or habitation, if the safeguarding of life, health and property is conserved or involved (unless excepted by Iowa Code Section 544A).
- Engineers - Professional engineers are responsible for the engineering design of multiple aspects of a building project including: any service or creative work, the adequate performance of which requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences, such as consultation, investigation, evaluation, planning, design and design coordination of engineering works and systems, planning the use of land and water, performing engineering surveys and studies, and the review of construction for the purpose of monitoring compliance with drawings and specifications, any of which embraces such services or creative work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects, and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, pneumatic, or thermal nature, insofar as they involve safeguarding life, health, or property, and including such other professional services as may be necessary to the planning, progress, and completion of these services.

  Professional engineers practice based upon their training, knowledge and expertise and are not licensed by any specific discipline. The types of engineering usually provided by professional engineers include the following:

  - Civil Engineering - Environmental, geotechnical, exterior structural, water resource, coastal, material design or engineering surveys

- Structural Engineering - Calculating the physical properties of structural components/ materials that will be exposed to various expected loads
- Mechanical Engineering - HVAC systems design. Required for projects when system value and size exceeds statutory or building code limits
- Plumbing Engineering - Plumbing systems design. Required for projects when plumbing fixture count exceeds statutory or building code limits
- Electrical Engineering - Electrical systems design. Required for projects when service size exceeds statutory or building code limits
- Fire Protection Engineering - When fire sprinkler, fire alarm and structural fire protection systems/materials are used and system exceeds statutory or building code limits

Note: Systems below statutory or building code limits for size and/or value, not designed by an engineer, or an architect, must be designed by the appropriate contractor

- Landscape Architect - Responsible for projects involving the arranging of land and the elements thereon including: consultations, investigations, reconnaissance, research, planning, design, or responsible supervision in connection with these projects including the alignment of roadways and the location of buildings, service areas, parking areas, walkways, steps, ramps, pools and other structures, and the grading of the land, surface and subsoil drainage, erosion control, planting, reforestation, and the preservation of the natural landscape and aesthetic values, in accordance with accepted professional standards of public health, welfare, and safety. This practice shall include the location and arrangement of such tangible objects and features as are incidental and necessary to the purposes outlined in this chapter but shall not include the design of structures or facilities with separate and self-contained purposes for habitation or industry, or the design of public streets and highways, utilities, storm and sanitary sewers, and sewage treatment facilities, such as are ordinarily included in the practice of engineering or architecture; and shall not include the making of land surveys or final land plats for official approval or recording.

Professional licensing laws require that all professionals practice within their respective areas of knowledge and expertise. As an example, a professional engineer who has an expertise in electrical engineering, but not in structural engineering, is not legally qualified to seal any aspects of projects involving structural engineering; yet there is no indication of this restriction on his or her seal or license.

Likewise, an architect may have a project that involves some structural work or work related to improvements to the site. The training, examination and practice of the architect may qualify him or her to design these systems and therefore place their architectural seal on them, however, when placing their seal on engineering work the architect must follow the Rules of Conduct found in Chapter 193B – 4.1 of the Iowa Administrative Code.

The question is then who has the appropriate experience and education to use their seal on the subject documents?

The local building code officials are responsible for determining that the construction documents adequately describe a building project which, when completed, will meet the applicable codes and protect the health, safety and welfare of the public. While the local building code officials are reasonable in relying to a certain degree on the respective professional seal affixed to the construction documents, they need to keep in mind that they serve as a safety check point and must verify building code compliance.

The following procedure is suggested to local building code officials when they are presented with a set of multi-disciplined construction documents, and it appears to the building code official that the design professional that has sealed the construction documents may not be qualified in the subject area:

- Review the submissions sealed by a licensed design professional without respect to the appropriateness of a particular seal.
- Following the review, contact the design professional whose seal appears on the construction documents and request an opportunity for review of the appropriateness of the seal applied in the specific case. The building code official may also request the design professional complete a certification of area(s) of competency (Appendix C).
- As a result of such review, changes to the documents and/or the involvement of another design professional may result.
- When a local building code official is not satisfied with the results of this process, he or she could file a written complaint with the appropriate Licensing Board for investigation of his or her qualifications.

ADDITIONAL INFORMATION

In accordance with Iowa law, all work bearing the stamp and signature of architects/engineers/landscape architects must have been prepared under their direct supervision and responsible personal control which means they have exercised directing, guiding and restraining power over the preparation of the documents and have exercised professional judgment in all architectural/engineering matters embodied within the documents.

To reiterate: All work bearing the stamp and signature must have been prepared under the licensee’s direct supervision, which means the signer has made the decisions on technical matters of policy in the plans, design specification, or other documents and assures acceptance of responsibility for the contents.

The preparation of construction documents for non-excepted buildings is considered the practice of architecture and may be undertaken only by Iowa licensed architects or licensed professional engineers.
Currently, there is no wording in the law that requires construction compliance with professionally prepared documents or even requires a level or standard of quality in construction methods. The only way of guaranteeing compliance with construction documents is through adequate observation during the construction phase by the design professional or building official.

If an architect's, engineer's or landscape architect's professional judgment is overruled under circumstances where the life, health and property of the public may be endangered, he or she must inform the employer or client of the possible consequences and notify the appropriate building officials.

Appendix "A" contains a matrix describing by building type and use when the services of a licensed architect or professional engineer are required or may not be required in connection with new building construction and alterations to existing buildings.

SECTION III - MINIMUM STANDARDS FOR CODE SUBMISSIONS

The words “exempted” and “excepted” or “non-excepted” and “non-exempted” when used in this document are interchangeable and apply to the exceptions outlined in Iowa Code section 544A, IAC193B—Chapter 5 and the guidelines outlined in IAC193C - subrules 1.5(5) and (6).

In most instances, plans and specification for EXCEPTED buildings may, under the laws governing the practice of architecture, be prepared by anyone. However, under certain circumstances a building official may feel the need for the services of a licensed architect or professional engineer even for exempt structures. Buildings that are excepted by the Iowa Architectural Law may still require the services of a licensed professional engineer for certain components of the building that require the application of engineering principles and data.

If a person submits plans/specifications to you that are claimed to be excepted from Iowa Laws 544A and 542B, you should protect yourself and the public by having that person
sign a certificate of exception or a document similar to the Sample Checklist for Exempted Buildings (Appendix “B”).

Plans and specifications for NON-EXCEPTED buildings may be prepared ONLY by Iowa licensed design professionals.

Site/Plot plans may be sealed and certified by an Iowa licensed architect, professional engineer or landscape architect.

To assure that construction documents meet the requirement of the laws governing the practice of architecture, engineering, and landscape architecture, construction documents for most projects consist of drawings, specifications, and appropriate calculations. All elements shall complement each other. Completeness and coordination of all necessary information is the responsibility of the licensed design professional.

We are all aware of fast track, design build, etc. At some point in the project documentation process, it is critical that a complete set of signed/sealed drawings be presented to you to evaluate code compliance and the concerns of life safety. There should be one licensed design professional responsible for the project. This should be established early and he/she should be made accountable for the total building performance.

Plans and specifications must meet all the requirements of the state building code or the codes and regulations of the jurisdiction having authority over the project. This may be multiple entities depending on the project type.

Construction documents submitted to the building official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

- Life safety
- Means of egress
- Barrier-free accessibility
- Structural integrity
- Building code compliance
- Energy code compliance
- Definition of scope of work

The plans shall be drawn to scale with sufficient clarity to indicate the nature and extent of the work proposed.

The required construction documents will depend on the size, nature, and complexity of the project. Following is a suggested standard of the minimum required construction documents for review by building officials. (Additions, alterations, and remodeling may not require all of the following for construction document submittal and review.) Note: often construction documents will contain information that may reviewed by other entities than the building official (such as a third-party structural review) or be delayed submittals (such as fire protection system design.) These situations may require the building official to coordinate and verify these approvals prior to issuance of a permit or include conditions of approval on the permit.

COVER SHEET

1. Project identification
2. Project address and a location map
3. All licensed architects and professional engineers identified
    - The seal and certification may be applied electronically or by legible rubber stamp. Information requested in each information block must be typed or legibly printed. THE SIGNATURE MUST BE APPLIED IN PERMANENT CONTRASTING INK OR BY DIGITAL SIGNATURE AS DEFINED AND GOVERNED BY IOWA CODE 554D.
    - Note the licensed architect or engineer in responsible charge (the professional responsible for project coordination).
4. Design Criteria list:
    - Location of property
    - Occupancy classification
    - Construction classification
    - Seismic design category
    - Design loads
    - Structural systems
    - Mechanical, electrical and plumbing systems
    - Square footage/allowable floor area
    - Fire protection systems
    - Building height and number of stories

- Occupant load
- Means of egress
- Land use and zoning

SITE PLAN

1. Show proposed new building or structure and any existing buildings or structures, all property lines with dimensions, all streets, easements, and setbacks.
2. Show all civil engineering systems such as water, sewer, communication services, natural gas, telephone, and cable TV. Electrical points of connection, proposed utility service routes, and existing utilities on the site.
3. Show all required parking, landscape elements, drainage, and site grading information.
4. Show all applicable accessibility provisions for site improvements.
5. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.
6. When appropriate include a topographical survey.
7. Show north arrow.
8. Show dimensions for the location and size of components delineated on the site plan.

FOUNDATION PLAN

1. Show all foundations and footings. Indicate size, locations, thickness, materials and strengths, and reinforcing.
2. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc.
3. Provide a geotechnical report for the proposed structure at that site.
4. Show dimensions for the location and size of all components delineated on the foundation plan.

FLOOR PLANS

1. Show all floors including basements, mezzanines and equipment mezzanines or raised platforms.
2. Show all rooms, with their use, overall dimensions, and locations of all structural elements and openings.
3. Show all doors and windows.
4. All fire resistance rated assemblies, areas of refuge, occupancy separations, fire blocking, and draft stopping shall be shown.
5. Show dimensions for the size of all rooms and the locations of other components delineated on the floor plans.
6. Show means of egress system including the path of exit discharge to the public way.
7. Show all applicable accessibility provisions for floor areas.

SCHEDULES

1. Room finishes
2. Doors, hardware, windows

3. Plumbing and mechanical, electrical
4. Structural
5. Other applicable design or code required information

FRAMING PLANS AND ROOF FRAMING PLANS

1. Show all structural members and shear/braced wall panels systems, their size and methods of attachment, connections, and location as well as materials for floors and roofs.
2. Show roof plan.
3. Show dimensions for the location and size of all components delineated on the roof plan.

EXTERIOR ELEVATIONS

1. Show each view.
2. Show vertical dimensions and heights.
3. Show openings and identify materials.
4. Show lateral bracing system, where applicable.
5. Show dimensions and schedules.

BUILDING SECTIONS, WALL SECTIONS, ROOF/CEILING SECTIONS

1. Show materials of construction, non-rated and fire-resistance rated assemblies, and fire-resistance rated penetrations.
2. Show all weather, thermal and air barrier layers with installation criteria for the thermal envelope within all framing assemblies and foundation systems
3. Show dimensions and construction details.

STRUCTURAL SYSTEMS

1. Show foundation, structural members, anchorage systems and fastener schedules, and where required, provide structural calculations for the structural systems.
2. Include calculations indicating compliance with seismic, wind, snow, and other design loads.
3. Show dimensions and construction details.
4. Note special Inspections/third party inspections, and required components/schedule.

MECHANICAL SYSTEMS

1. Show the mechanical systems. Include all units, their sizes, mounting details, all ductwork, and duct sizes.
2. Indicate all required dampers
3. Provide equipment schedules.
4. Submit energy conservation calculations.
5. Show dimensions.
6. Provide outside air calculations.

7. Provide ventilation information and details (supply, exhaust, return and transfer air)

PLUMBING SYSTEMS

1. Show all fixtures, piping, slopes, materials, and sizes.
2. Show point of connections to utilities, septic tanks, pre-treatment sewer systems, and water wells.
3. Show dimensions, including clear floor spaces (accessibility), and construction details

ELECTRICAL SYSTEMS

1. Show all electrical fixtures (interior, exterior, and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations, and fixture schedules.
2. Show point of connection to utility.
3. Show dimensions and construction details

LIFE SAFETY SYSTEMS

1. Show all sprinkler heads, piping valves, alarms, tamper switches, materials, and sizes.
2. Show point of connection to the water system and fire alarm system.
3. Show dimensions for the size and location of components delineated on the life safety system drawings.

SPECIAL SYSTEMS

Depending on the scope of the project, additional drawings may be required such as those related to information technology, communications, security, audiovisual, graphics, food service, laboratory, and medical systems. Special systems may also be involved for high pile combustible storage, hazardous materials, etc.

SPECIFICATIONS

1. Prepare specifications to further define the construction components; the quality of the materials; delineation of the materials and methods of construction; wall, floor and ceiling finishes; exterior finishes; and descriptions of all pertinent equipment.
2. Schedules may be incorporated into the project manual in lieu of being delineated on the construction drawings.
3. Information should be contained on the plans clearly directing one to the pertinent specifications for this scope of the project.

ADDENDA AND CHANGES

It shall be the responsibility of the appropriate professional of record to notify the building official, as required, of changes throughout the project and provide revised

construction documents, calculations, or other appropriate documentation prior to commencement of that portion of the construction.

REVISIONS

The party for submitting changes shall be identified at the beginning of the approval process. For clarity, all revisions should be identified and clouded on the construction drawings and appropriately marked in the project manual or resubmitted as a new set of construction documents.

SECTION IV - MOST COMMONLY ASKED QUESTIONS

The following questions are representative of common questions regarding the laws governing the practice of architecture, engineering, and landscape architecture. The responses are based on Board interpretations and Iowa Attorney General Opinions.

DEFINITIONS

As used in this section, unless the context otherwise requires:

"*Excepted or Exempted Projects*" The words "exempted" and "excepted" or "non-excepted" and "non-exempted" when used in this document are interchangeable and apply to the exceptions outlined in Iowa Code section 544A.18, IAC Chapter193—5, and the guidelines outlined in IAC rules193C—1.5(5) and 1.5(6).

"*Licensed Design Professional*" means a person qualified to engage in the practice of architecture, engineering or landscape architecture who holds a current valid license under the laws of this state.

DETERMINING BUILDING AREA FOR EXCEPTION PURPOSES

1. **How do I measure the square footage of the ground area to determine whether the structure is excepted or non-excepted?**

   When determining whether a structure exceeds the square foot ground area limitation, any projected or suspended occupied areas above ground level in combination with areas in contact with the ground are considered to be the building ground area. Measurements are taken from outside wall to outside wall.

2. **How do I figure the ground area footage to determine whether a building <u>is</u> excepted or non-excepted if the building is divided by an open walkway (breezeway), but has one continuous roof?**

   The common roof creates the structural elements of a single building, and the square footage would be the sum of all segments of the structure.

3. **If a commercial building has a gross area greater than 6,000 square feet, but does not exceed two stories in height, or vice versa, is it an excepted structure?**

   No. Both limitations apply under the law, and a building may not exceed either the area limitation or the height limitation.

4. **If an addition is being proposed to an excepted structure bringing the total ground area to greater than the allowable total square feet, must the plans for the addition be prepared by a licensed professional?**

Yes. The total ground area of the completed structure (the addition plus the existing building) must be considered in determining whether the building is excepted or non-excepted.

5. **Does separation by a four-hour fire wall make one structure into two separate buildings under the law, and therefore an excepted structure if each section is less than the maximum allowable area?**

   No. Although there are provisions in building and fire code to divide a building into separate fire areas, a fire wall or barrier does not make two separate buildings under the laws governing professional practice. If the building is one continuous structure, it must be considered one building under the law; and, therefore, would be subject to the size limitations.

PLAN PREPARATION AND CERTIFICATION

1. **I have a set of construction documents signed and sealed by a design professional licensed in a state other than this state. Does the construction document submittal meet this state's requirements?**

   No. Only licensed architects, engineers and landscape architects currently licensed with the appropriate board have authority to practice in this state. Professionals licensed in other states must obtain licensure here in order to practice in this state.

2. **Can a local licensed design professional "overstamp" construction documents prepared and stamped by an unlicensed person (even when the person is licensed in another state) for submittal to the building authority?**

   No. A local licensed design professional may only sign and seal construction documents prepared by him or her or under his or her responsible control.

3. **When an unlicensed individual prepares construction documents for an excepted structure, may the individual obtain a review and written certification of adequacy from a licensed design professional and thereby obtain a building permit?**

   No. The written certification may not be accepted for permit issuance in lieu of construction documents that have been prepared and stamped by an Iowa licensed design professional. The licensed design professional must be responsible for the proposed work or face disciplinary action by the licensing board.

4. **May an unlicensed individual prepare plans and specifications for interior space planning and/or remodeling of non-exempted buildings?**

   It depends. Exception #3 of Iowa Code section 544A.18 excepts non-structural alterations in certain instances. Interior space planning involves mechanical/electrical systems and other areas requiring expertise beyond the capabilities of the average person. Non-structural alterations are defined as that which do not modify means of egress, handicap accessible routes, fire resistivity or other life safety concerns. Plans or specifications which include non-structural

alterations involving the use of material and products in a manner which affect life safety must be prepared by a licensed design professional. Plans or specifications which include those systems requiring the application of engineering principles must be prepared by a licensed professional engineer.

5. Does each sheet of construction documents have to be signed/sealed by a professional?

No. The certification block includes a space to designate for which documents the designer is responsible. The certification block must be used in conjunction with the seal and should be on the first page or the cover page of the documents. The seal and certification may be applied electronically or by legible rubber stamp. Information requested in each information block must be typed or legibly printed. THE SIGNATURE MUST BE APPLIED IN PERMANENT CONTRASTING INK OR BY DIGITAL SIGNATURE AS DEFINED AND GOVERNED BY IOWA CODE 554D.

6. When a licensed design professional prepares plans and specifications for an excepted building, do the documents need to be signed and sealed by the professional?

No. The definition of the practice of architecture expressly excludes excepted projects. Therefore, the documents do not need to be signed and sealed even when they are prepared by a licensed design professional.

7. Are there penalties for practicing or offering to practice architecture, engineering, or land surveying without a valid Iowa license?

Yes. Both the Architectural Examining Board and the Engineering and Land Surveying Examining Board are authorized to seek an injunction in district court to stop the unlicensed practice of their professions. Additionally, both boards may impose civil penalties for the unlicensed practice of up to $1,000 per violation following an administrative hearing. Each day of continued violation constitutes a separate violation.

SUBMISSIONS TO THE BUILDING OFFICIAL

1. Is the building official responsible for marking or red-lining design drawings that don't meet code?

If portions of the building do not meet minimum building code standards, the plan reviewer should bring them to the attention of the designer for his or her review, revision or redesign in the form of a checklist citing the deficient item and referencing the applicable code section. The designer, or design professional will modify the design appropriately and then the plan reviewer re-reviews the revised submittal.

2. Is a building official liable if he or she informs the licensing board of a possible violation of law which later turns out to be unfounded and the design professional takes legal action against the building official?

The law grants immunity to individuals who communicate, in good faith, to an official administrative agency concerning a possible violation of law. Further information on this subject should be obtained from the complainant's city attorney. Complaints to licensing boards are handled confidentially.

3. Who may make changes to construction documents or issue change orders and addendum to construction documents for non-excepted structures?

When construction documents are prepared by a licensed design professional, no changes may be made except by that professional (or under certain conditions by another appropriately licensed design professional). Changes, change orders, additional drawings, and/or addenda that alter construction documents for non-excepted structures must bear the seal and certification, as required, of the licensed design professional responsible for the modifications.

4. Do shop drawings have to be sealed and certified?

No. Shop drawings are intended as contractor or fabricator details. These are not a part of the Building Department approved design plan. Shop drawings are not acceptable in lieu of working drawings when applying for a permit. The working drawings must bear the seal and certification of the licensed design professional responsible for preparation. Shop drawings should be considered support documents only.

5. If a designer or owner prepares plans for a non-excepted building and applies for a building permit, should you, the building official, suggest they contact an architect or engineer to have the plans and specifications reviewed and sealed?

No. Such action on the part of a licensed design professional would be contrary to law and would put the professional's license in jeopardy. Iowa licensed design professionals may seal and certify only that which was prepared under their direct control and supervision.

6. What happens if construction documents, deferred approval documents, etc., bear the signature and stamp of a licensed design professional who has left the project, is deceased, or whose license or registration has been revoked, cancelled, or retired before his/her design or construction was complete?

Another licensed design professional shall assume responsibility for the project or the portion of the project for which the original design professional was delegated responsibility.

7. When is re-stamping/re-signing completed documents required?

When Re-Stamping/Re-Signing is Not Required: When a set of documents is properly stamped and signed by a licensed design professional whose license was current at the time of signing, it is considered valid. Re-stamping and re-signing of valid documents is not required except as listed below. If a licensed design

professional dies, all valid documents signed while he/she was alive and his/her license was current at the time of signing should be considered valid after death unless there is cause. Expired, Suspended, or Revoked Licenses are considered the same as noted above.

When Re-Stamping/Re-Signing is Required: Re-stamping and re-signing of valid documents is generally not required unless there are probable causes. Some of the probable causes for re-stamping and re-signing are, but are not limited to, the following:

- The stamps and signatures were improperly or fraudulently placed on the documents.
- The documents have become expired or void.

8. Can a licensed design professional withdraw as the professional of record?

Yes, a licensed design professional may withdraw as the design professional of record if there is a life safety issue, or any other legal concern with the project and a correction needs to be made. The licensed design professional may withdraw as the design professional of record if they become aware of a decision made by his or her employer, client, or contractor against the professional's advice that violates applicable federal, state or municipal building laws and regulations and which will, in the professional's judgment, materially or adversely affect the health, safety and welfare of the general public.

OTHER

1. What is meant by a factory-built building?

A factory-built building means any structure which is, wholly or in substantial part, made, fabricated, formed, or assembled in manufacturing facilities for installation, or assembly and installation, on a building site. "Factory-built buildings" includes the terms "mobile home," "manufactured home," and "modular home." Such factory-built buildings, in order to qualify for the exception established by Iowa Code section 544A.18, must either:

1. Not exceed limitations on size or use established by Iowa Code section 544.18, or
2. The seal applied by a professional engineer or architect shall apply to the entire assembly, not a specific element of the assembly.

A pre-engineered building utilizing standard building components assembled on the building site is not considered a "factory-built" building and is treated no different than other buildings or structures. Unless the building is excepted, the construction documents for the building must be prepared, signed, and sealed by the appropriate design professional licensed in this state.

Specific component designs for the building (pre-manufactured elements such as roof trusses, post-tension or pre-stress designs, and precast concrete building, curtain wall design, sprinkler systems) which are required to be signed and sealed

by a licensed design professional shall also submitted to the building official as part of the document review for a building.

2. What is a pre-engineered building?

A building; composed of standardized components, to be assembled on the building site. A pre-engineered building utilizing standard building components assembled on the building site is not considered a "factory-built building."

- Engineering design pertaining to the structure or components is done by a professional engineer, licensed in Iowa, employed by the manufacturer.
- If the size or use is not exempted under Iowa code section 544A, IAC193B—Chapter 5 or IAC193C--subrules 1.5(5) and (6), the building must be designed by a licensed architect or engineer.

3. Is a design professional required to provide supervision or observation during the construction phase of the proposed building or site?

No. Licensed design professional are required not required to provide supervision or observation. It is strongly recommended for the owner and public welfare, but it is not mandatory.

4. Can a licensed professional engineer prepare, sign, and seal architectural construction documents?

Yes, provisions of Chapter 544A do not apply to professional engineers licensed under chapter 542B. However, engineers shall undertake to perform assignments only when qualified by education or experience in the specific technical field.

5. Who can be the applicant for a building permit?

The applicant can be the owner, contractor, or the licensed design professional of record as appropriate. However, the name of the licensed design professional shall be listed on the application. All modifications or revisions to the signed and sealed construction documents required by the building official shall be provided to the licensed design professional of record by the building official.

SECTION V - APPENDICES

APPENDIX A - Architectural/Engineering Combined Building Matrix

APPENDIX B - Sample Checklist for Exempted Buildings

APPENDIX C - Sample Form for Areas of Professional Competency

APPENDIX A
Architectural/Engineering Combined Matrix

BUILDINGS NEW CONSTRUCTION					
Building Use Type	**Description**	**Architect Required**	**Architect May Not Be Required**	**Engineer Required**	**Engineer May Not Be Required**
Agricultural use	Including grain elevators and feed mills		X		
	Facilities for private use only and individually owned and operated facilities including grain elevators and feed mills				X
	Corporate-owned facilities or publicly owned facilities including grain elevators and feed mills			X	
Churches and accessory buildings whether attached or separate	One or two stories in height, up to a maximum of 2,000 square feet in gross floor area		X		X
	Any number of stories in height, greater than 2,000 square feet in gross floor area	X		X	
	More than two stories in height	X		X	
Commercial use	One story in height, up to a maximum of 10,000 square feet in gross floor area		X		X
	One story in height, greater than 10,000 square feet in gross floor area	X		X	
	Two stories in height, up to a maximum of 6,000 square feet in gross floor area		X		X
	Two stories in height, greater than 6,000 square feet of gross floor area	X		X	
	More than two stories in height	X		X	
Detached residential use	One, two or three stories in height, containing 12 or fewer family dwelling units		X		X
	More than 12 family dwelling units	X		X	
	More than three stories in height	X		X	
	Outbuildings in connection with detached residential buildings		X		X
Educational use		X		X	

Governmental Use	When the occupancy is of another building use type listed herein, those provisions shall apply			X	
Hazardous use		X			
Industrial use		X		X	
Institutional use		X		X	
Light industrial use			X		X
Places of assembly		X		X	
Warehouse use	One story in height, up to a maximum of 10,000 square feet in gross floor area		X		X
	One story in height, greater than 10,000 square feet in gross floor area	X		X	
	More than one story in height	X		X	
Factory-built buildings	Any height and size, if certified by a professional engineer licensed under Iowa Code chapter 542B		X		
	One or two stories in height, up to a maximum of 20,000 square feet in gross floor area		X		X
	One or two stories in height, greater than 20,000 square feet in gross floor area	X		X	
	More than two stories in height	X		X	
	More than 20,000 square feet in gross floor area	X		X	

ALTERATIONS TO EXISTING BUILDINGS					
Alteration Type	**Description**	**Architect Required**	**Architect May Not Be Required**	**Engineer Required**	**Engineer May Not Be Required**
Structural alterations to exempt buildings [under Iowa Code section 544A.18 – per Eng rules]	Modifications which change the structural members, means of egress, handicap accessible path, fire resistivity or other life safety concerns		X		X
Structural alterations to nonexempt buildings	Modifications which change the structural members, means of egress, handicap accessible path, fire resistivity or other life safety concerns	X		X	

Nonstructural alteration	Which does not modify means of egress, handicap accessible path, fire resistivity or other life safety concerns			X		X
	Which maintains the previous type of use			X		
Nonstructural alteration which changes the use of the building from any other use to:	A place of assembly of people or public gathering		X		X	
	Educational use		X		X	
	Governmental use				X	
	Hazardous use		X		X	
	Residential use exempted [A place of residence exempted]	and is one, two or three stories in height and contains not more than 12 family dwelling units		X		X
	Residential use not exempted otherwise [A place of residence not exempted otherwise]	and is more than three stories in height	X		X	
		and containing more than 12 family dwelling units	X		X	
Nonstructural alterations which change the use of the building from industrial or warehouse to:	Commercial or office use	and is one story in height and not greater than a maximum of 10,000 square feet in gross floor area		X		X
		and is one story in height and greater than 10,000 square feet in gross floor area	X		X	
		and is two stories in height and not greater than a maximum of 6,000 square feet in gross floor area		X		X
		and is two stories in height and greater than 6,000 square feet in gross floor area	X		X	
		and is more than two stories in height	X		X	
		and is greater than 10,000 square feet of gross floor area	X		X	

Nonstructural alterations to:	Agricultural use	Including grain elevators and feed mills		X		X
	Churches and accessory building uses	One or two stories in height, up to a maximum of 2,000 square feet in gross floor area		X		X
		Any number of stories in height, greater than 2,000 square feet in gross floor area	X		X	
		More than two stories in height	X		X	
	Commercial use	One story in height, up to a maximum of 10,000 square feet in gross floor area		X		X
		One story in height, greater than 10,000 square feet in gross floor area	X		X	
		Two stories in height, up to a maximum of 6,000 square feet in gross floor area		X		X
		Two stories in height, greater than 6,000 square feet in gross floor area	X		X	
		More than two stories in height	X		X	
	Detached residential buildings	One, two or three stories in height, containing 12 or fewer family dwelling units		X		X
		More than 12 family dwelling units	X		X	
		More than three stories in height	X		X	
		Outbuildings in connection with detached residential buildings		X		X
	Educational use		X		X	

	Governmental Use	When the occupancy is of another building use type listed herein, those provisions shall apply			X	
	Hazardous use		X			
	Industrial use		X		X	
	Institutional use		X		X	
	Light industrial use			X		X
	Places of assembly		X		X	
	Warehouse use	One story in height, up to a maximum of 10,000 square feet in gross floor area		X		X
		One story in height, greater than 10,000 square feet in gross floor area	X		X	
		More than one story in height	X		X	
	Factory-built buildings	Any height and size if entire building is certified by a professional engineer licensed under Iowa Code chapter 542B		X		
		One or two stories in height, up to a maximum of 20,000 square feet of gross floor area		X		X
		One or two stories in height, greater than 20,000 square feet in gross floor area	X		X	
		More than two stories in height	X		X	
		More than 20,000 square feet in gross floor area	X		X	

APPENDIX B
Sample Checklist for Exempted Buildings

CERTIFICATION OF EXEMPTION FROM ARCHITECTURAL PRACTICE ACT

Date: _____

I, _____, NOT LICENSED TO PRACTICE ARCHITECTURE in the state of Iowa, hereby certify that the technical submission for the project known as:

_____

Located at: _____

_____

_____

Has been prepared by me under the exception to the requirement for professional architectural services as set forth in Section 544A.18 of the Code of Iowa and as noted below:

[ ] 1. Detached residential buildings containing twelve or fewer family dwelling units AND of not more than three stories in height, AND/OR an outbuilding in connection with such building.

[ ] 2. Building used primarily for agricultural purposes, including grain elevators and feed mills.

[ ] 3. Nonstructural alterations to an existing building, which do not change the use of a building FROM any other use TO a place of assembly of people or public gathering.

[ ] 4. Nonstructural alterations to an existing building, which do not change the use for the building FROM any other use to a residential use. (Note: Exemption 1 may apply in lieu of this exemption.)

[ ] 5. Nonstructural alterations to an existing building, that do not change the use of the building FROM a industrial or warehouse use TO a commercial or office use. (Note: Exemption 6 may apply in lieu of this exemption.)

[ ] 6. Warehouse AND/OR commercial building, not more than one story in height AND not exceeding ten thousand square feet (10,000 s.f.) in gross floor area.

[ ] 7. Commercial building, not more than two stories in height AND not exceeding six thousand square feet (6,000 s.f.) in gross floor area.

[ ] 8. Light industrial building.

[ ] 9. Factory-built building, not more than two stories in height OR not exceeding twenty thousand square feet (20,000 s.f.) in gross floor area (OR which is certified by an Iowa licensed professional engineer.)

[ ] 10. Church AND/OR attached or separate accessory building, not more than two stories in height OR not exceeding two thousand square feet (2,000 s.f.) in gross floor area.

APPENDIX C
Sample Form for Areas of Professional Competency

Professional licensing laws require that all professionals practice within their respective areas of knowledge and expertise. The following form is suggested to building code officials when they are presented with a set of multi-disciplined construction documents, and it appears that the design professional that has sealed all or a portion of the construction documents may not be qualified in the subject area.

STATEMENT ON PROFESSIONAL COMPETENCY
SEALING TECHINCAL SUBMISSIONS

Date: _____

For the project known as: _____

Located at: _____

_____

_____

[ ] I, _____, AM LICENSED TO PRACTICE ARCHITECTURE in the state of Iowa, hereby certify that those portions of the technical submission as noted on the information block have been prepared by me under the requirement as set forth in Section 544A.28 of the Code of Iowa.

[ ] I, _____, AM LICENSED TO PRACTICE ENGINEERING in the state of Iowa, hereby certify that those portions of the technical submission as noted on the information block have been prepared by me under the requirement as set forth in Section 542B.16 of the Code of Iowa.

[ ] I, _____, AM LICENSED TO PRACTICE LANDSCAPE ARCHITECTURE in the state of Iowa, hereby certify that those portions of the technical submission as noted on the information block have been prepared by me under the requirement as set forth in Section 544B.12 of the Code of Iowa.

My area(s) of professional competency related to the technical submission include:

_____

_____

Iowa Department of Commerce, Iowa Division of Banking
Professional Licensing and Regulation Bureau
200 East Grand Avenue, Suite 350
Des Moines, IA 50309
(515) 725-9022 | www.plb.iowa.gov

Iowa Architectural Examining Board
https://plb.iowa.gov/board/architects

Iowa Engineering and Land Surveying Examining Board
https://plb.iowa.gov/board/engineers-land-surveyors

Iowa Landscape Architectural Examining Board
https://plb.iowa.gov/board/landscape-architects

To determine whether or not an individual is licensed in any of the above professions go to https://iowaplb.force.com/LicenseSearchPage.