

***Maryland State Board of Architects
Handbook***

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THE MARYLAND ARCHITECT ACT

The Maryland Architects Act (MAA) regulates the profession of architects. The purpose of MAA is to safeguard life, health, public safety, and property and to promote public welfare by regulating architecture.

The MAA created the State Board of Architects (the Board) and charged it with overseeing both the licensing and regulation of architects in Maryland.

Pursuant to Md. Business Occupations and Professional Code Ann. (BOP) § 3-307 the Board grants license to a qualified architect. BOP § 3-308 provides that the license issued authorizes a licensee to practice architecture in Maryland.

Pursuant to BOP § 3-309 when a term of license expires a qualified architect can renew the license. An application along with the prescribed fee should be submitted to the Board. If the application for renewal is not made even after notice from the Board, the license can be considered as terminated. Under BOP§ 3-309.1, for renewal of license an applicant should have attended a continuing education requirement.

Pursuant to BOP § 3-310, an architect can reinstate expired license when the architect submits a reinstatement application to the Board paying the necessary fees. The architect should meet all conditions set for renewal of a license. The person should also have attended continuing education requirement. However, the Board can waive the license fee for reinstatement if the applicant can reasonably prove that s/he did not practice architecture during the period of no license.

Pursuant to BOP § 3-311, the Board is authorized to deny a license to an applicant, reprimand any licensee, fine, revoke or suspend a licensee for fraud, negligence, incompetence, misconduct while practicing architecture, violating regulations or the MAA, aids or abets unauthorized practice of architecture, or is convicted of a felony or a misdemeanor directly related to the fitness and qualification of the applicant to practice architecture.

Pursuant to BOP § 3-313, the Board is required to provide a right to hearing to the individual against whom disciplinary action is being considered before pronouncing a final decision. However, after due notice if the individual against whom the action is contemplated fails or refuses to appear, the Board can hear and determine the matter.

Pursuant to BOP § 3-501, before a licensed architect issues to a client or submits to a public authority any final drawing, plan, specification, report, or other document required for the issuance of a building permit, the licensed architect who prepared or approved the document shall sign, seal, and date the document.

BOP § 3-601 provides that a person cannot practice, attempt to practice, or offer to practice architecture in Maryland unless licensed by the Board.

BOP § 3-603, a person cannot misrepresent to the public, by use of a title, including “architect”, “licensed architect”, or “registered architect”; or by description of services, methods, or procedures, that the person is authorized to practice architecture in Maryland.

BOP § 3-605 provides that if a person provides architectural services without a license s/he is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$5,000 or imprisonment not exceeding 1 year or both.

THE BOARD MAKE-UP

Board members are appointed by the Governor and serve a term of five years unless the appointment is renewed. The appointment can be renewed multiple times continuing their role on the Board.

CURRENT 2022-2024 BOARD MEMBERS:

Cynthia E. Shonaiya, Chair, Architect, Howard County

Paul D. Edmeades, Architect, Harford County

Kevin Sneed, Architect, Montgomery County

Mark R. Flemming, Architect, Calvert County

Casey Dawkins, Consumer Member, Montgomery County

Stephanie V. Hopkins, Consumer Member, Baltimore City

Douglas Polt, Architect, Harford County

Noraida Lozano, Board Administrator

Matthew Venuti, Board Counsel

Zevi Thomas, Executive Director

[Public Meetings](#)

The State Board of Architects meets in person, and virtually every 4th Wednesday of the month, except for July and November, at 100 S. Charles Street, 3rd Floor, Baltimore, MD 21201 from 11: 00 to 12:00 pm.

Board Meetings are currently on a hybrid schedule until further notice. The Board suggests that you check the [public meetings calendar](#) or contact us at 410-230-6261 to confirm the date, time and location.

You may access the meeting using video conferencing via [Google Meet website](#)

Or by dialing in from a phone via (US) +1 320-377-9655 PIN: 698 740 241#

ARCHITECTS RESPONSIBILITIES

Responsibilities:

establishing and documenting the form, aesthetics, materials, and construction technology for a building, group of buildings, or environs intended to be constructed or altered;

preparing, or supervising and controlling the preparation of, the architectural plans and specifications that include all integrated building systems and construction details, unless otherwise permitted under Section 1051.606(a)(4);

observing the construction, modification, or alteration of work to evaluate conformance with architectural plans and specifications described in Paragraph (B) for any building, group of buildings, or environs requiring an architect;

"architectural plans and specifications" include:

(1) floor plans and details:

(A) depicting the design of:

(i) internal and external walls and floors, including simple foundations;

(ii) internal spaces of a building; and

(iii) vertical circulation systems, including accessibility ramps, stair systems, elevators, and escalators; and

(B) implementing programming, regulatory, and accessibility requirements for a building;

(2) general cross-sections and detailed wall sections depicting building components from a hypothetical cut line through a building to include the building's mechanical, electrical, plumbing, or structural systems;

(3) reflected ceiling plans and details depicting:

(A) the design of the location, materials, and connections of the ceiling to the structure; and

(B) the integration of the ceiling with electrical, mechanical, lighting, sprinkler, and other building systems;

(4) finish plans or schedules depicting surface materials on the interior and exterior of the building;

(5) interior and exterior elevations depicting the design of materials, locations, and relationships of components and surfaces;

(6) partition, door, window, lighting, hardware, and fixture schedules;

(7) manufacturer or fabricator drawings that are integrated into the construction documents; and

(8) specifications describing the nature, quality, and execution of materials for construction of the elements of the building depicted in the plans prepared by the architect.

Site plans depicting the location and orientation of a building on the site based on:

(A) a determination of the relationship of the intended use with the environment, topography, vegetation, climate, and geographic aspects; and

(B) the legal aspects of site development, including setback requirements, zoning and other legal restrictions, and surface drainage; programming for construction projects, including identification of economic, legal, and natural constraints and determination of the scope and spatial relationship of functional elements; the depiction of the building systems, including structural, mechanical, electrical, and plumbing systems, in:

(A) plan views;

(B) cross-sections depicting building components from a hypothetical cut line through a building; and

(C) the design of details of components and assemblies, including any part of a building exposed to water infiltration or fire-spread considerations; life safety plans and sheets, including accessibility ramps and related code analyses; and roof plans and details depicting the design of roof system materials, components, drainage, slopes, and directions and location of roof accessories and equipment not involving structural engineering calculations. programming for construction projects, including:

(A) identification of economic, legal, and natural constraints; and

(B) determination of the scope of functional elements; consulting with regard to, investigating, and analyzing the design, form, materials, and construction technology used for the construction, enlargement, or alteration of a building or its environment; and providing expert opinion and testimony with respect to issues within the responsibility of the engineer or architect. the planning, preservation, enhancement, and arrangement of landforms the planning and design of vegetation, circulation, walks, and other landscape features to fulfill aesthetic and functional requirements; the formulation of graphic and written criteria to govern the planning and design of landscape construction development programs, including:

(a) the preparation, review, and analysis of master and site plans for landscape use and development;

(b) the analysis of environmental and physical considerations related to land use;

(c) the preparation of drawings, construction documents, and specifications; and

(d) construction observation; design coordination and review of technical submissions, plans, and construction documents prepared by persons working under the direction of the landscape architect;

the preparation of feasibility studies, statements of probable construction costs, and reports and site selection for landscape development and preservation;

the integration, site analysis, and determination of the location of buildings, structures, and circulation and environmental systems;

the analysis and design of:

(a) site landscape grading and drainage;

(b) systems for landscape erosion and sediment control; and

(c) pedestrian walkway systems; the planning and placement of uninhabitable landscape structures, plants, landscape lighting, and hard surface areas;

the collaboration of landscape architects with other professionals in the design of roads, bridges, and structures regarding the functional, environmental, and aesthetic requirements of the areas in which they are to be placed; and field observation of landscape site construction, revegetation, and maintenance; and

§3-101.

(a) In this title the following words have the meanings indicated.

(b) "Architect" means an individual who practices architecture. recommending and overseeing appropriate construction project delivery systems; consulting with regard to,

(c) "Board" means, unless the context requires otherwise, the State Board of Architects.

(d) "Code official" means a public official responsible for the review of building permit documents or the issuance of building permits.

(e) "Contact hour" means a minimum of 50 minutes of actual class time for each 60-minute hour.

(f) "Design coordination" means the review and coordination of services provided by individuals licensed or certified under Titles 3, 8, 9, 14, and 15 of this article.

(g) "License" means, unless the context requires otherwise, a license issued by the Board to practice architecture.

(h) "License fee" means, as applicable, the fee paid in connection with the issuance and renewal of a license and the issuance of a reciprocal license.

(i) "Licensed architect" means, unless the context requires otherwise, an architect who is licensed by the Board to practice architecture.

(j) "Permit" means, unless the context requires otherwise, a permit issued by the Board to allow a partnership or corporation to operate a business through which an individual may practice architecture.

(k) "Permit fee" means, as applicable, the fee paid in connection with the issuance and renewal of a permit.

(l) (1) "Practice architecture" means to provide any service or creative work:

(i) in regard to an addition to, alteration of, or construction of a building or an integral part of a building; and

(ii) that requires education, training, and experience in architecture. 13

(2) "Practice architecture" includes:

(i) architectural design and preparation of related documents;

(ii) consultation;

(iii) design coordination;

(iv) evaluation;

(v) investigation; and

(vi) planning.

(m) "Public use" means the use of a building or other structure for the primary purpose of human use or habitation.

(n) "Residential use" means the use of a building or other structure as a dwelling.

§3-103.

(a) Except as otherwise provided in this section, all architectural documents prepared in connection with the addition, alteration, construction, or design of a building, an integral part of a building, or a group of buildings which are intended for public use or residential use shall be signed, sealed, and dated by a licensed architect in accordance with § 3-501 of this title.

(b) A licensed architect may perform design coordination for a project or portion of a project provided that the licensed architect:

(1) holds a current license issued by the Board; and

(2) has adequate experience in, and understanding of, achieving the purpose of the project or portion of the project being coordinated.

(c) This title does not limit the right of:

(1) a construction contractor to administer construction contracts;

(2) a developer, builder, or contractor to provide design services related to the developer's, builder's, or contractor's own construction of new or existing single-family or two-family dwellings, or structures ancillary to them, or farm buildings; 14

(3) a certified interior designer or other individual to provide interior design services as that term is defined in Title 8 of this article; or

(4) an individual to prepare plans, drawings, and other documents in connection with the addition, alteration, construction, design, or repair of a single-family dwelling and appurtenances that are for the personal use of that individual or a member of the immediate family of that individual.

(d) (1) A person may not be required to employ a licensed architect in connection with the alteration or repair of an existing building or structure in a municipal corporation if the alteration or repair:

(i) does not exceed \$5,000 in estimated costs, including labor and materials;

(ii) is limited to:

1. interior alterations or repairs;
2. storefronts or facades;
3. fixtures, cabinetwork or furniture; or
4. exterior stairways, landings, decks, and ramps; and

(iii) does not adversely affect the structural system of the building, including foundations, footings, walls, floors, roofs, bearing partitions, beams, columns, joists, or the mechanical, electrical, or plumbing systems.

(2) Any work performed under this subsection shall be in compliance with the Americans with Disabilities Act and the Maryland Building Performance Standards set forth in Title 12, Subtitle 5 of the Public Safety Article.

(3) The exclusion provided for in this subsection shall be used only once per building or structure in a 12-month period.

(4) A building permit issued under this subsection:

(i) shall contain an affidavit signed by the person who has submitted the permit stating that the repair or alteration is in compliance with this subsection; and 15

(ii) may not be amended or revised in any way to cause the alteration or repair to exceed \$5,000 in total costs, including labor and materials.

(5) Any building permit issued under this subsection that contains technical submissions that fail to conform to the requirements of this subsection shall be invalid.

(e) Notwithstanding the provisions of subsection (d) of this section, a code official may require that architectural documents for alterations or repairs of existing buildings or structures be signed and sealed by a licensed architect if the code official determines that the signature and seal of a licensed architect is necessary to provide conformity with the Maryland Building Performance Standards or to otherwise provide for the health and safety of the public.

TAKING THE EXAM - ARCHITECTS

Architectural Registration Examination (A.R.E.)

- [Apply for the Architectural Registration Examination \(A.R.E.\) and Experience Record Certification](#)

Requirements

To qualify to take the A.R.E., candidates must **1)** earn a degree from a NAAB-accredited college, or by a combination of education and qualifying work experience, or by documenting at least 10 years of related work experience. **2)** Must be enrolled in or have completed the Architectural Experience Program (AXP). For information, see the [National Council of Architectural Registration Boards \(NCARB\)](#) website.

Application Process

To apply for the Architectural Registration Examination (ARE), click on the “Apply for the Architectural Registration Examination (A.R.E.) and Experience Record Certification” link at the top of this page.

The State Board of Architects reviews ARE applications during the Board’s regular monthly meetings. Meetings are scheduled on the 4th Wednesday of the month (except July and November).

First-time applicant should submit a complete application and supporting documentation at least two weeks before in the month the Board is scheduled to meet. If approved for the ARE, the applicant will be notified by the board and provided with instructions on how to schedule and pay for ARE divisions.

Examination-related fees are paid directly to National Council of Architectural Registration Boards. See the [NCARB website](#).

Examination Sites

Sites are located throughout Maryland and the United States. Current locations and on-line testing are available at the [NCARB website www.ncarb.org](#)

When a licensure candidate meets the education requirements, passes all divisions of the examination and completes the AXP, he or she is qualified to apply for an initial architecture license in Maryland.

The license issued will have an expiration date two years from the date of issuance and must be renewed in order to continue to practice as an architect in the State of Maryland.

There is no provision in Maryland law for an inactive status.

ROLE OF THE BOARD

Pursuant to BOP§ 3-205, a State Board of Architects (Board) adopts a code of ethics for practicing architecture. The Board accepts advices from architecture societies and function only pursuant to rules governing the Board.

Pursuant to BOP§ 3-307 the Board grants license to a qualified architect. BOP§ 3-308 provides that the license issued authorizes a licensee to practice architecture in Maryland.

BOP§ 3-302 provides that an individual should be licensed by the Board before the individual starts practicing architecture in Maryland. A nonresident architect, who meets the requirement for a license because the person is a qualified architect according to the standards set by MAA, can offer to practice architecture in Maryland. However, the architect should be licensed by the Board before the architect can begin practice in Maryland.

BOP§ 3-303 provides the requirements to qualify for a license. An applicant should be an individual with good character and reputation. The applicant should hold a degree in architecture from a U.S. school of architecture. The applicant should also hold accredited status from the National Architectural Accrediting Board (“NAAB”) within 2 years after the applicant’s graduation. The applicant can also be a graduate from a foreign school of architecture that the Board determines as comparable to an accredited school of architecture in the United States. A foreign architecture graduate should also have work experience or additional academic training in architecture that the Board considers appropriate. However, the Board can exempt an applicant from the degree requirements if the applicant has practical work experience and academic training in architecture that the Board considers appropriate, an applicant should also pass the examination set by NCARB.

Pursuant to BOP § 3-304 an applicant for a license should submit the prescribed application form along with fee to the Board. The applicant should also pay the examination fee prescribed by the Board.

Pursuant to BOP § 3-305 the Board is required to provide notice of the examinations to the applicants. The notice should consist the time and place; and the subject and method of conduct of the examination.

Pursuant to BOP § 3-306 the Board can also award license to a person who is licensed to practice architecture in another state or country, or is certified by the National Council of Architectural Registration Board (Council). However, the Board grants the license to an applicant only if the applicant is of good character and reputation, and pays fees set by the Board. The applicant should also provide evidence that s/he is adequately qualified according to the standards set by the Board.

BOP § 3-311 provides that the Board has the power to deny a license to any applicant, reprimand any licensee, or suspend or revoke a license under certain circumstances. The circumstances can be as listed:

the applicant or licensee fraudulently or deceptively obtains or renews or attempts to obtain or renew a license or permit for the applicant or licensee or for another.

the applicant or licensee fraudulently or deceptively uses a license.

the applicant or licensee is guilty of any fraud, gross negligence, incompetence, or misconduct while practicing architecture.

the applicant or licensee violates any regulation adopted by the Board, or any provision of MAA.

the applicant or licensee helps an unauthorized person to practice architecture.

if the applicant or licensee is convicted of any felony or any misdemeanor that is directly related to the fitness and qualification of the applicant or licensee to practice architecture.

However, instead of or in addition to reprimanding the licensee or suspending or revoking a license the Board can impose a penalty not exceeding \$5,000 for each violation. The Board can pay any penalty collected to Maryland General Fund.

COMPLAINT COMMITTEE

BOP § 3-312 provides that the Board can deny a license to any applicant, reprimand any licensee, or suspend or revoke a license on a written complaint made to the Board by a member of the Board or any other person. If the Board finds that a complaint alleges facts that are adequate grounds for action, the Board can act on the complaint.

Complaints are reviewed by a Complaint Committee which is composed of two members of the Board of Architects. The Complaint Committee may refer a complaint to the Office of Investigative Services if it is deemed that more information is required of a particular complaint. If the Board determines, based on the Complaint Committee's recommendations, that a violation of the law has occurred, a hearing will be scheduled before the Board or an Administrative Law Judge. A final order can be appealed to the Circuit Court.

[Complaints against Architects Information and Instructions:](#)

Please be advised of contractual matters: Monetary disputes or complaints alleging "non-performance" are usually deemed part of contractual agreements to which the Board of Architects has no jurisdiction.

Complaints may involve unethical conduct, incompetence, unlicensed practice, misrepresentation, plan stamping, or other practice allegations, but NOT contractual disputes. Complaints must contain sufficient factual evidence to indicate a clear violation of the registration law.

Complaints are reviewed by a Complaint Committee which is composed of two members of the Board of Architects. The Complaint Committee may refer a complaint to the Office of Investigative Services if it is deemed that more information is required of a particular complaint. If the Board determines, based on the Complaint Committee's recommendations, that a violation of the law has occurred, a hearing will be scheduled before the Board or an Administrative Law Judge. A final order can be appealed to the Circuit Court.

Finally, accusing another person of a violation of the law is a serious matter; therefore, you should be certain that there is professional wrongdoing. Anonymous complaints are not accepted. It is mandatory that a completed and signed complaint form be submitted. Complaint forms may be obtained by calling 410-230-6256 or online.

The public may review any and all disciplinary action taken by the Board. The results are available on-line at the Maryland Department of Labor and Licensing website; <https://www.labor.maryland.gov/license/arch/>

CONTINUING PROFESSIONAL COMPETENCY

Requirements:

Licensees are required to complete 12 Learning Units (LUs) —50 minutes of instruction per 60-minute hour in health, safety and welfare subjects —during each of the two calendar years preceding the calendar year in which the license expires.

In the event a licensee is unable to complete the 12-per-year requirement, but still completes 24 LUs during the licensing term, the Board will accept such completion as fulfilling the renewal requirements. However, not adhering to the 12-per-year requirement may affect reciprocity in other states.

All of the LUs earned must be from professional development activities in health, safety and welfare subjects.

No LUs earned in excess of the 12 annual units required for a license renewal may be carried forward.

LUs are to be earned as part of professional development activities approved by the American Institute of Architects (AIA), the National Council of Architectural Registration Boards (NCARB), or the Board. The activities must contain clear outcome measures, such as quizzes or projects, and may be delivered in classroom instruction, online, or other approved formats.

Licensees renewing for the first time after receiving their initial license are exempt.

Renewing architects should download the CPC Reporting Form (Word) for use in maintaining your records. The records must be maintained for at least two years from the date of completion of the qualifying program. Licensees are subject to a random audit of LUs completed during each license term. The reporting requirements are described in Section .07 of the regulations.

Any course or activity approved by the American Institute of Architects (AIA) or the National Council of Architectural Registration Boards (NCARB) is considered to be a pre-approved course or activity. A course or activity not approved by AIA or NCARB may be given approval by the Board if the provider seeking approval submits a written request to the Board. Requests can be made using the Board's CPC Submittal Directions (Word).

In addition to the criteria listed in the regulations, the following courses and providers have been approved by the Board:

Federal Emergency Management Agency (FEMA)

Contact: Charles Baker

Course(s): Flood Codes, Standards, and Building Science Tools

Credit: 3 LUs (HSW)

Individuals and entities that are not pre-authorized providers may be approved by the Board upon application and approval. Download the CPC Submittal Directions (Word).

APPLICATION FORM:

MARYLAND BOARD OF ARCHITECTS
CONTINUING PROFESSIONAL COMPETENCY
APPLICATION FOR COURSE APPROVAL

PART 1. REQUESTOR'S INFORMATION. Entities, individuals or professional firms conducting in-house presentations, may submit a specific professional development activity for review and approval by the Board.

Name of Individual _____
Firm name, if applicable _____
Street: _____
City, State and Zip _____
Telephone _____
Fax: E-Mail _____

PART 2. CRITERIA FOR PROFESSIONAL DEVELOPMENT ACTIVITY.

A. Professional development activity shall meet the following criteria:

- (1) Be a post-licensing educational activity approved by the Board in which at least 75 percent of activity's content and instructional time is dedicated to health, safety, and welfare subjects, as they relate to the practice of architecture.
- (2) Expand the knowledge of health, safety, and welfare subjects and offer a skill set geared towards maintaining and enhancing professional competency of licensed architects;
- (3) Offer learning experiences relevant to current architectural practices as they relate to the public health, safety, and welfare; and
- (4) Be presented, led, or taught at a professional level by well-qualified professionals.

B. A professional development activity shall provide for clear outcome measures in the form of a narrative, quiz, test, questions and answers, project, or any other appropriate form or method.

C. Professional development activity may be presented by the following methods:

- (1) Classroom instruction;
- (2) In-house presentation;
- (3) Distance learning delivery;
- (4) Online instruction; or
- (5) Other formats approved by the Board.

PART 3. PROGRAM INFORMATION.

1. Programs are organized and classified as:

- University, college, and community college courses
 Professional workshops
 Seminars
 Self-directed
 Technical presentations
 Other _____

2. Programs are presented:

- Classroom instruction
 In-house presentation
 Distance learning delivery
 Online instruction
 Other _____

PART 4. The following materials and/or information must be included with this application. Attach the following:

1. A list of proposed or existing programs intended to be offered
2. Number of LUs to be awarded for each activity.
3. Explanation and sample of outcome measures for each activity to be offered.
4. Sample course outlines detailing the content of each activity to be offered.
MUST INCLUDE A DETAILED TIMELINE CONTAINING THE TIME INTERVALS OF THE CLASS AND TOPICS COVERED DURING EACH TIME PERIOD.
5. Identity and qualifications of the course instructors. Include a brief biography/resume of instructor (if not included in outline or syllabus)
6. Sample of sponsor's method of providing evidence of attendance of the licensee.

PART 5. SIGNATURE OF REQUESTOR OR AUTHORIZED OFFICIAL.

Signature: _____
Date: _____

DISCLOSURE TO PROVIDERS

The Board may suspend or revoke its approval of an activity if, in the judgment of the Board, the intent of Business Occupations and Professions Article, §3-309.1, Annotated Code of Maryland, is no longer served or a presenter materially changed the content of the activity without the prior written approval of the Board.

RETURN TO: Maryland Board of Architects
1100 N. Eutaw Street, 5th Floor
Baltimore, MD 21201
Telephone: 410-230-6261

Applications are reviewed by the Board. The Board typically meets the fourth Wednesday of each month except for July and November. You will be notified by letter of the Board's decision.

08/2022_Address Update

CORRESPONDENCE

The Board, at times, receives correspondence from Architects or the public inquiring as to the procedure that needs to be followed when applying for licensure or completion of an application, or just a general question about architects and architecture. The Board will review the correspondence submitted and as a collective body, present their answer/response to the inquirer through the Administrator.

PUBLIC QUERY ACCESSIBILITY

The public may look up an architect by going to the website and putting in the information for the search:



Welcome to the Architects Public Query

Select Search Criteria

You may search for active licensees practicing in the State of Maryland as follows:

- By [Personal Name](#) (Last Name, and optionally, City Name)
- By [Business Name](#) (Business Name, and optionally, City Name)
- By [Personal Location](#) (City Name or Zip Code)
- By [Business Location](#) (City Name or Zip Code)
- By [License Registration Number](#) ("License Number")

Note: Please contact us if you need information regarding disciplinary actions against a licensee.

If you have any questions about performing the search or the results you receive, you may contact the Maryland Board of Architects, Monday-Friday, 8:30 AM - 4:30 PM, at the following telephone numbers: 1-888-218-5925 (toll free) or 410-230-6231 (Baltimore area).

*Please direct any questions about the Board of Architects to architect.state.md.us.
Please direct any questions about Occupational and Professional Licensing to op.state.md.us.
Questions or comments regarding the LABOR website may be directed to webmaster.state.md.us.*

Updated August 12, 2006

LICENSED DESIGN PROFESSIONALS' OVERLAPPING PRACTICE GUIDE FOR LOCAL GOVERNMENT OFFICIALS

Attached to this document is the complete Licensed Design Professionals' Overlapping Practice Guide for Local Government Officials

The State Board of Architects, the State Board for Professional Engineers, the State Board for Professional Land Surveyors, the State Board of Examiners of Landscape Architects and the State Board of Certified Interior Designers (collectively the “Design Boards”) approved this document as a tool to provide better guidance to local government officials with regard to the interpretation of certain aspects of Maryland licensing laws.

The State granted the Design Boards authority to license/certify those design professionals who practice architecture, interior design, land surveying, landscape architecture and engineering. One of the main functions of the Design Boards is to make sure that the practicing design professional performs his or her duties in accordance with the standards set by the State to safeguard the health, safety and welfare of the citizens of Maryland.

Local government officials have very much the same responsibility to protect the public welfare. However, their approach and focus is somewhat different in that they review construction documents to make sure that such documents meet the minimum requirements set by the local and state codes.

The issues surrounding permissible overlaps and cross-scope activities among various design professions are not easy to resolve. The scopes of practice for these professions overlap, leaving the local government officials with the daunting task of interpreting the State law. This reference guide has been created in an attempt to address these issues. The following pages provide the local government officials with a better understanding of the roles of design professions and offer tools and concrete steps to assist the local government officials in performance of their duties.

Individuals from the following professional societies, together with the representatives of the Design Boards and the Department of Labor, Licensing and Regulation, were participants in the Task Force that developed this document:

MBOA – Maryland Building Officials Association
MSAIA – Maryland State Chapter of the American Institute of Architects
MSS – Maryland Society of Surveyors
IIDA – International Interior Design Association
MASLA – Maryland Chapter American Society of Landscape Architects
ASCE – American Society of Civil Engineers

THE SUBMISSION OF PLANS AND OTHER DOCUMENTS

The Task Force acknowledges that there is an overlap among various design professions both in the area of education and practices. While it is possible that a professional of one profession may competently perform certain aspects of another profession, Maryland law and regulations place certain limitations on such activities. For example, the Code of Maryland Regulations, 09.21.01.05, Rules of Conduct, governing architects, provides in the pertinent part as follows:

“An architect shall undertake to perform professional services only when the architect, together with those whom the architect may engage as consultants, are qualified by education, training, and experience in the specific technical areas involved.”

Similarly, the Code of Maryland Regulations, 09.23.03.09, Sealing Requirements, governing professional engineers, provides in the pertinent part as follows:

“A licensee may sign and seal plans, specifications, drawings, reports, or other documents that are required to be signed and sealed pursuant to the Business Occupations and Professions Article, 14-403, Annotated Code of Maryland, only if the following requirements are met:

(1) The licensee is competent in the subject matter of those documents by virtue of education or experience, or both....”

The Code of Maryland Regulations, 09.13.01.04, governing professional land and property line surveyors, provides in the pertinent part as follows:

A. A registrant may undertake or perform land surveying assignments only when qualified to do so by education or experience, or both, in the specific field of land surveying involved.

B. A registrant may affix his signature or seal to land surveying documents only if:

(1) He is competent in the subject matter of those documents by virtue of education or experience, or both;

(2) The documents were prepared under his direction as principal by an employee or an associate competent in the subject matter of those documents by virtue of education or experience, or both.”

Likewise, an architect may have a project that involves some structural, electrical and HVAC work. The training, examination and practice of the specific architect may qualify him or her to design these systems and therefore place their architectural seal on them.

The question is then not as narrow as “Who has which seal?”, but also “Who has the appropriate experience and education to use their seal on the subject documents?”

The local government officials in the various jurisdictions in the State of Maryland are responsible for determining that the construction documents adequately describe a building project which, when completed, will meet the applicable codes and protect the public health, safety and welfare. While the local government officials are reasonable in relying to a certain

degree on the respective professional seal affixed to the construction documents, they have to keep in mind that they serve as a safety check point. The typical experience is that there will be comments made by the local government official, which will result in corrections or discussions with the design professional.

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

A. 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. As a result of such review, changes to the documents and/or the involvement of another design professional may result.

B. If a local government official is not satisfied with the results of this process, he or she could refer the individual to the appropriate Design Boards for review of his or her qualifications by filing with the appropriate Design Boards the Request for Determination on the form attached as Exhibit A.

The Design Boards will create various advisory panels that will consist of, as needed, two professional Board members from each of the Design Boards involved in a particular overlap inquiry, and one consumer member from any of the remaining three non-involved Design Boards. The advisory panel will review the inquiry, gather such additional information as it may deem necessary, and will submit its findings to the local government official, the design professional, and the relevant Design Boards.

While it is not the responsibility of the local government official to determine the professional's credentials, the local government official may suspend further processing of the permit application until the matter is resolved. The Boards suggest that the official makes a reasonable attempt to work with the design professional before initiating a disciplinary process.

This method of review and challenge will preserve the rights of those professionals qualified to work in an expanded scope area while protecting the health, safety and welfare of the public.

EXHIBIT A

REQUEST FOR ADVISORY OPINION

100 S. Charles Street, 3rd Floor
Baltimore, Maryland 21201
(410) 230-6262

REQUEST FOR ADVISORY OPINION

This form is to be used by local government officials to request a determination of whether or not a licensed design professional is working within his or her scope of practice in accordance with the Maryland law and regulations. Please enclose one set of plans for review.

SECTION I. - SUBMITTER'S INFORMATION

County/Town: Date:

Office/Department

Address

City: State: Zip:

Contact Person: Phone:

E-mail:

SECTION II. - LICENSED DESIGN PROFESSIONAL'S INFORMATION

Name:

License Number:

Profession:

SECTION III. - PROJECT INFORMATION

Professional's or Firm's Name:

Address:

City: State: Zip:

Project Name, Address & Description:

SECTION IV.

A. Basis of Request - Describe the work done by the licensed design professional that is in question. Attach additional pages if necessary.

B. This inquiry relates to: (Check all boxes that you believe may be involved in the inquiry.)

- State Board of Architects
- State Board for Professional Engineers
- State Board for Professional Land Surveyors
- State Board of Examiners of Landscape Architects
- State Board of Certified Interior Designers

Submit To:

100 S. Charles Street, 3rd Floor
Baltimore, Maryland 21201

***** FOR OFFICE USE:

Date Received:

File No.:

EXHIBIT B

EXCERPTS FROM THE BUSINESS OCCUPATIONS AND PROFESSIONS ARTICLE, ANNOTATED CODE OF MARYLAND. PLEASE CONSULT THE FULL DOCUMENT FOR THE ENTIRE TITLES

ARCHITECTS

§3-101.

- (a) In this title the following words have the meanings indicated.
- (b) “Architect” means an individual who practices architecture.
- (c) “Board” means, unless the context requires otherwise, the State Board of Architects.
- (d) “Code official” means a public official responsible for the review of building permit documents or the issuance of building permits.
- (e) “Contact hour” means a minimum of 50 minutes of actual class time for each 60-minute hour.
- (f) “Design coordination” means the review and coordination of services provided by individuals licensed or certified under Titles 3, 8, 9, 14, and 15 of this article.
- (g) “License” means, unless the context requires otherwise, a license issued by the Board to practice architecture.
- (h) “License fee” means, as applicable, the fee paid in connection with the issuance and renewal of a license and the issuance of a reciprocal license.
- (i) “Licensed architect” means, unless the context requires otherwise, an architect who is licensed by the Board to practice architecture.
- (j) “Permit” means, unless the context requires otherwise, a permit issued by the Board to allow a partnership or corporation to operate a business through which an individual may practice architecture.
- (k) “Permit fee” means, as applicable, the fee paid in connection with the issuance and renewal of a permit.
- (l) (1) “Practice architecture” means to provide any service or creative work:
 - (i) in regard to an addition to, alteration of, or construction of a building or an integral part of a building; and
 - (ii) that requires education, training, and experience in architecture.
- (2) “Practice architecture” includes:

- (i) architectural design and preparation of related documents;
 - (ii) consultation;
 - (iii) design coordination;
 - (iv) evaluation;
 - (v) investigation; and
 - (vi) planning.
- (m) “Public use” means the use of a building or other structure for the primary purpose of human use or habitation.
- (n) “Residential use” means the use of a building or other structure as a dwelling.

§3–103.

(a) Except as otherwise provided in this section, all architectural documents prepared in connection with the addition, alteration, construction, or design of a building, an integral part of a building, or a group of buildings which are intended for public use or residential use shall be signed, sealed, and dated by a licensed architect in accordance with § 3-501 of this title.

(b) A licensed architect may perform design coordination for a project or portion of a project provided that the licensed architect:

(1) holds a current license issued by the Board;

and

(2) has adequate experience in, and understanding

of, achieving the purpose of the project or portion of the project being coordinated.

(c) This title does not limit the right of:

(1) a construction contractor to administer construction contracts;

(2) a developer, builder, or contractor to provide design services related to the developer’s, builder’s, or contractor’s own construction of new or existing single-family or two-family dwellings, or structures ancillary to them, or farm buildings;

(3) a certified interior designer or other individual to provide interior design services as that term is defined in Title 8 of this article; or

(4) an individual to prepare plans, drawings, and other documents in connection with the addition, alteration, construction, design, or repair of a single-family dwelling and appurtenances that are for the personal use of that individual or a member of the immediate family of that individual.

(d) (1) A person may not be required to employ a licensed architect in connection with the alteration or repair of an existing building or structure in a municipal corporation if the alteration or repair:

(i) does not exceed \$5,000 in estimated costs, including labor and materials;

- (ii) is limited to:
 - 1. interior alterations or repairs;
 - 2. storefronts or facades;
 - 3. fixtures, cabinetwork or furniture;

or

decks, and ramps; and

- 4. exterior stairways, landings,

(iii) does not adversely affect the structural system of the building, including foundations, footings, walls, floors, roofs, bearing partitions, beams, columns, joists, or the mechanical, electrical, or plumbing systems.

(2) Any work performed under this subsection shall be in compliance with the Americans with Disabilities Act and the Maryland Building Performance Standards set forth in Title 12, Subtitle 5 of the Public Safety Article.

(3) The exclusion provided for in this subsection shall be used only once per building or structure in a 12- month period.

(4) A building permit issued under this subsection:

(i) shall contain an affidavit signed by the person who has submitted the permit stating that the repair or alteration is in compliance with this subsection; and

(ii) may not be amended or revised in any way to cause the alteration or repair to exceed \$5,000 in total costs, including labor and materials.

(5) Any building permit issued under this subsection that contains technical submissions that fail to conform to the requirements of this subsection shall be invalid.

(e) Notwithstanding the provisions of subsection (d) of this section, a code official may require that architectural documents for alterations or repairs of existing buildings or structures be signed and sealed by a licensed architect if the code official determines that the signature and seal of a licensed architect is necessary to provide conformity with the Maryland Building Performance Standards or to otherwise provide for the health and safety of the public.

Phone Numbers for the Design Boards

1. Architects: 410-230-6261
2. Professional Engineers 410-230-6260
3. Professional Land Surveyors 410-230-6256
4. Landscape Architects 410-230-6256
5. Certified Interior Designers 410-230-6259

**LICENSED DESIGN PROFESSIONALS'
OVERLAPPING PRACTICE GUIDE
FOR
LOCAL GOVERNMENT OFFICIALS**

Issued By:
Maryland Design Boards
500 N. Calvert Street, Room 308
Baltimore, MD 21202
410-230-6262
Revised September 2006
(Law Excerpts Updated February 2012)

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FORWARD

The State Board of Architects, the State Board for Professional Engineers, the State Board for Professional Land Surveyors, the State Board of Examiners of Landscape Architects and the State Board of Certified Interior Designers (collectively the “Design Boards”) approved this document as a tool to provide better guidance to local government officials with regard to the interpretation of certain aspects of Maryland licensing laws.

The State granted the Design Boards authority to license/certify those design professionals who practice architecture, interior design, land surveying, landscape architecture and engineering. One of the main functions of the Design Boards is to make sure that the practicing design professional performs his or her duties in accordance with the standards set by the State to safeguard the health, safety and welfare of the citizens of Maryland.

Local government officials have very much the same responsibility to protect the public welfare. However, their approach and focus is somewhat different in that they review construction documents to make sure that such documents meet the minimum requirements set by the local and state codes.

The issues surrounding permissible overlaps and cross-scope activities among various design professions are not easy to resolve. The scopes of practice for these professions overlap, leaving the local government officials with the daunting task of interpreting the State law. This reference guide has been created in an attempt to address these issues. The following pages provide the local government officials with a better understanding of the roles of design professions and offer tools and concrete steps to assist the local government officials in performance of their duties.

Individuals from the following professional societies, together with the representatives of the Design Boards and the Department of Labor, Licensing and Regulation, were participants in the Task Force that developed this document:

MBOA – Maryland Building Officials Association
MSAIA – Maryland State Chapter of the American Institute of Architects
MSS – Maryland Society of Surveyors
IIDA – International Interior Design Association
MASLA – Maryland Chapter American Society of Landscape Architects
ASCE – American Society of Civil Engineers

THE SUBMISSION OF PLANS AND OTHER DOCUMENTS

The Task Force acknowledges that there is an overlap among various design professions both in the area of education and practices. While it is possible that a professional of one profession may competently perform certain aspects of another profession, Maryland law and regulations place certain limitations on such activities. For example, the Code of Maryland Regulations, 09.21.01.05, Rules of Conduct, governing architects, provides in the pertinent part as follows:

“An architect shall undertake to perform professional services only when the architect, together with those whom the architect may engage as consultants, are qualified by education, training, and experience in the specific technical areas involved.”

Similarly, the Code of Maryland Regulations, 09.23.03.09, Sealing Requirements, governing professional engineers, provides in the pertinent part as follows:

“A licensee may sign and seal plans, specifications, drawings, reports, or other documents that are required to be signed and sealed pursuant to the Business Occupations and Professions Article, 14-403, Annotated Code of Maryland, only if the following requirements are met:

(1) The licensee is competent in the subject matter of those documents by virtue of education or experience, or both....”

The Code of Maryland Regulations, 09.13.01.04, governing professional land and property line surveyors, provides in the pertinent part as follows:

A. A registrant may undertake or perform land surveying assignments only when qualified to do so by education or experience, or both, in the specific field of land surveying involved.

B. A registrant may affix his signature or seal to land surveying documents only if:

(1) He is competent in the subject matter of those documents by virtue of education or experience, or both;

(2) The documents were prepared under his direction as principal by an employee or an associate competent in the subject matter of those documents by virtue of education or experience, or both.”

Similarly, the Code of Maryland Regulations, 09.28.02.03, governing landscape architects, provides in the pertinent part as follows:

A. A licensee may undertake or perform landscape architectural assignments only when qualified to do so by education or experience, or both. If the competence of a licensee to perform an assignment is questioned, the Board either upon request of the licensee, or by its own motion, may require the licensee to submit to a formal or informal inquiry by or on behalf of the Board.

B. A licensee may sign or seal landscape architectural documents only if:

(1) Licensee is competent in the subject matter of those documents by virtue of education or experience, or both; or

(2) Documents were prepared under the licensee's direction as principal by an individual competent in the subject matter of those documents by virtue of education or experience, or both.”

Finally, the Code of Maryland Regulations, 09.18.02.06, governing certified interior designers, provides in the pertinent part as follows:

A. A certificate holder may sign and seal plans, specifications, drawings, reports, or any other interior design documents that are required to be signed and sealed under Business Occupations and Professions Article, 8-403, Annotated Code of Maryland, only if the following requirements are met:

(1) The certificate holder is competent in the subject matter of the documents by reason of education or experience or both....”

These paragraphs and similar examples in the other 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. Conversely, the electrical professional engineer may have a project involving a power upgrade to a building that increases the number of required exits from the service entry room from one to two. Certainly, the professional engineer

should be allowed to detail and specify the door if it is within that professional engineer's knowledge and experience. It would be an arbitrary restriction to assert that since the professional engineer does not have an architectural seal, he or she can not detail and specify the door.

Likewise, an architect may have a project that involves some structural, electrical and HVAC work. The training, examination and practice of the specific architect may qualify him or her to design these systems and therefore place their architectural seal on them.

The question is then not as narrow as "Who has which seal?", but also "Who has the appropriate experience and education to use their seal on the subject documents?"

The local government officials in the various jurisdictions in the State of Maryland are responsible for determining that the construction documents adequately describe a building project which, when completed, will meet the applicable codes and protect the public health, safety and welfare. While the local government officials are reasonable in relying to a certain degree on the respective professional seal affixed to the construction documents, they have to keep in mind that they serve as a safety check point. The typical experience is that there will be comments made by the local government official, which will result in corrections or discussions with the design professional.

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

A. 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. As a result of such review, changes to the documents and/or the involvement of another design professional may result.

B. If a local government official is not satisfied with the results of this process, he or she could refer the individual to the appropriate Design Boards for review of his or her qualifications by filing with the appropriate Design Boards the Request for Determination on the form attached as Exhibit A.

The Design Boards will create various advisory panels that will consist of, as needed, two professional Board members from each of the Design Boards involved in a particular overlap inquiry, and one consumer member from any of the remaining three non-involved Design Boards. The advisory panel will review the inquiry, gather such additional information as it may deem necessary, and will submit its findings to the local government official, the design professional, and the relevant Design Boards.

While it is not the responsibility of the local government official to determine the professional's credentials, the local government official may suspend further processing of the permit application until the matter is resolved. The Boards suggest that the official makes a reasonable attempt to work with the design professional before initiating a disciplinary process.

This method of review and challenge will preserve the rights of those professionals qualified to work in an expanded scope area while protecting the health, safety and welfare of the citizens of the State of Maryland. Note: Exhibit B contains relevant excerpts from the Annotated Code of Maryland, as well as a list of helpful phone numbers.

EXHIBIT A

REQUEST FOR ADVISORY OPINION

**MARYLAND DEPARTMENT OF LABOR,
LICENSING AND REGULATION
500 N. CALVERT STREET, ROOM 308
BALTIMORE, MD 21202
(410) 230-6262**

REQUEST FOR ADVISORY OPINION

This form is to be used by local government officials to request a determination of whether or not a licensed design professional is working within his or her scope of practice in accordance with the Maryland law and regulations. Please enclose one set of plans for review.

SECTION I. - SUBMITTER'S INFORMATION

County/Town _____ Date _____
Office/Department _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Phone _____
E-mail _____

SECTION II. - LICENSED DESIGN PROFESSIONAL'S INFORMATION

Name:
License Number:
Profession:

SECTION III. - PROJECT INFORMATION

Professional's or Firm's Name _____
Address _____
City _____ State _____ Zip _____

Project Name, Address & Description _____

SECTION IV.

A. Basis of Request - Describe the work done by the licensed design professional that is in question. Attach additional pages if necessary.

B. This inquiry relates to: (Check all boxes that you believe may be involved in the inquiry.)

- State Board of Architects
- State Board for Professional Engineers
- State Board for Professional Land Surveyors
- State Board of Examiners of Landscape Architects
- State Board of Certified Interior Designers

Submit To:

Professional Licensing Boards
500 N. Calvert Street, Rm 308
Baltimore, MD 21202-3651

FOR OFFICE USE:

Date Received

File No.

EXHIBIT B

EXCERPTS FROM THE BUSINESS OCCUPATIONS AND PROFESSIONS ARTICLE, ANNOTATED CODE OF MARYLAND. PLEASE CONSULT THE FULL DOCUMENT FOR THE ENTIRE TITLES.

ARCHITECTS

§3-101.

- (a) In this title the following words have the meanings indicated.
- (b) "Architect" means an individual who practices architecture.
- (c) "Board" means, unless the context requires otherwise, the State Board of Architects.
- (d) "Code official" means a public official responsible for the review of building permit documents or the issuance of building permits.
- (e) "Contact hour" means a minimum of 50 minutes of actual class time for each 60-minute hour.
- (f) "Design coordination" means the review and coordination of services provided by individuals licensed or certified under Titles 3, 8, 9, 14, and 15 of this article.
- (g) "License" means, unless the context requires otherwise, a license issued by the Board to practice architecture.
- (h) "License fee" means, as applicable, the fee paid in connection with the issuance and renewal of a license and the issuance of a reciprocal license.
- (i) "Licensed architect" means, unless the context requires otherwise, an architect who is licensed by the Board to practice architecture.
- (j) "Permit" means, unless the context requires otherwise, a permit issued by the Board to allow a partnership or corporation to operate a business through which an individual may practice architecture.
- (k) "Permit fee" means, as applicable, the fee paid in connection with the issuance and renewal of a permit.
- (l) (1) "Practice architecture" means to provide any service or creative work:
 - (i) in regard to an addition to, alteration of, or construction of a building or an integral part of a building; and
 - (ii) that requires education, training, and experience in architecture.

(2) "Practice architecture" includes:

(i) architectural design and preparation of related documents;

(ii) consultation;

(iii) design coordination;

(iv) evaluation;

(v) investigation; and

(vi) planning.

(m) "Public use" means the use of a building or other structure for the primary purpose of human use or habitation.

(n) "Residential use" means the use of a building or other structure as a dwelling.

§3-103.

(a) Except as otherwise provided in this section, all architectural documents prepared in connection with the addition, alteration, construction, or design of a building, an integral part of a building, or a group of buildings which are intended for public use or residential use shall be signed, sealed, and dated by a licensed architect in accordance with § 3-501 of this title.

(b) A licensed architect may perform design coordination for a project or portion of a project provided that the licensed architect:

(1) holds a current license issued by the Board; and

(2) has adequate experience in, and understanding of, achieving the purpose of the project or portion of the project being coordinated.

(c) This title does not limit the right of:

(1) a construction contractor to administer construction contracts;

(2) a developer, builder, or contractor to provide design services related to the developer's, builder's, or contractor's own construction of new or existing single-family or two-family dwellings, or structures ancillary to them, or farm buildings;

(3) a certified interior designer or other individual to provide interior design services as that term is defined in Title 8 of this article; or

(4) an individual to prepare plans, drawings, and other documents in connection with the addition, alteration, construction, design, or repair of a single-family dwelling and appurtenances that are for the personal use of that individual or a member of the immediate family of that individual.

(d) (1) A person may not be required to employ a licensed architect in connection with the alteration or repair of an existing building or structure in a municipal corporation if the alteration or repair:

(i) does not exceed \$5,000 in estimated costs, including labor and materials;

(ii) is limited to:

1. interior alterations or repairs;

2. storefronts or facades;

3. fixtures, cabinetwork or furniture; or

4. exterior stairways, landings, decks, and ramps; and

(iii) does not adversely affect the structural system of the building, including foundations, footings, walls, floors, roofs, bearing partitions, beams, columns, joists, or the mechanical, electrical, or plumbing systems.

(2) Any work performed under this subsection shall be in compliance with the Americans with Disabilities Act and the Maryland Building Performance Standards set forth in Title 12, Subtitle 5 of the Public Safety Article.

(3) The exclusion provided for in this subsection shall be used only once per building or structure in a 12-month period.

(4) A building permit issued under this subsection:

(i) shall contain an affidavit signed by the person who has submitted the permit stating that the repair or alteration is in compliance with this subsection; and

(ii) may not be amended or revised in any way to cause the alteration or repair to exceed \$5,000 in total costs, including labor and materials.

(5) Any building permit issued under this subsection that contains technical submissions that fail to conform to the requirements of this subsection shall be invalid.

(e) Notwithstanding the provisions of subsection (d) of this section, a code official may require that architectural documents for alterations or repairs of existing buildings or structures be signed and sealed by a licensed architect if the code official determines that the signature and seal of a licensed architect is necessary to provide conformity with the Maryland Building Performance Standards or to otherwise provide for the health and safety of the public.

PROFESSIONAL ENGINEERS

§14-101.

- (a) In this title the following words have the meanings indicated.
- (b) "Board" means the State Board for Professional Engineers.
- (c) "Design coordination" means the review and coordination of services provided by individuals licensed or certified under Titles 3, 8, 9, 14, and 15 of this article.
- (d) "License" means, unless the context requires otherwise, a license issued by the Board to practice engineering.
- (e) "License fee" means, as applicable, the fee paid in connection with the issuance and renewal of a license and the issuance of a reciprocal license.
- (f) (1) "Practice engineering" means to provide any service or creative work the performance of which requires education, training, and experience in the application of:
 - (i) special knowledge of the mathematical, physical, and engineering sciences; and
 - (ii) the principles and methods of engineering analysis and design.
- (2) In regard to a building or other structure, machine, equipment, process, works, system, project, or public or private utility, "practice engineering" includes:
 - (i) consultation;
 - (ii) design;
 - (iii) evaluation;
 - (iv) inspection of construction to ensure compliance with specifications and drawings;
 - (v) investigation;
 - (vi) planning; and
 - (vii) design coordination.
- (3) "Practice engineering" does not include the exclusive and sole performance of nontechnical management activities.

(g) "Professional engineer" means, unless the context requires otherwise, an engineer who is licensed by the Board to practice engineering.

(h) (1) "Responsible charge" means direct control and personal supervision of engineering that requires initiative, professional skill, and independent judgment.

(2) "Responsible charge" includes responsible engineering teaching.

§14-103.

(a) All engineering documents prepared in connection with the alteration, construction, design, or repair of a building, structure, building engineering system and its components, machine, equipment, process, works, subsystem, project, public or private utility, or facility in the built or economic environment where the skills of a professional engineer are required, shall be signed, sealed, and dated by the professional engineer who prepared or approved the documents.

(b) A professional engineer may perform design coordination for a project or portion of a project provided that the professional engineer:

(1) holds a current license issued by the Board; and

(2) has adequate experience in, and understanding of, achieving the purpose of the project or portion of the project being coordinated.

SURVEYORS

§15-101.

(a) In this title the following words have the meanings indicated.

(b) "Board" means the State Board for Professional Land Surveyors.

(c) "Design coordination" means the review and coordination of services provided by individuals licensed or certified under Titles 3, 8, 9, 14, and 15 of this article.

(d) "Land surveyor" means an individual who practices land surveying.

(e) (1) "License" means, unless the context requires otherwise, a license issued by the Board to practice:

(i) land surveying; or

(ii) property line surveying.

(2) "License" includes, unless the context requires otherwise:

(i) a license to practice land surveying; and

(ii) a license to practice property line surveying.

(f) "License fee" means, as applicable, the fee paid in connection with the issuance and renewal of a license and the issuance of a limited license, temporary license, and reciprocal license.

(g) "Licensed property line surveyor" means, unless the context requires otherwise, a property line surveyor who is licensed by the Board to practice property line surveying.

(h) "Permit" means, unless the context requires otherwise, a permit issued by the Board to allow a corporation or partnership to operate a business through which an individual may practice land surveying or property line surveying.

(i) "Permit fee" means, as applicable, the fee paid in connection with the issuance and renewal of a permit.

(j) (1) "Practice land surveying" means any service, work, documentation, or practice, the performance or

preparation of which requires the application of special knowledge of the principles of mathematics, the related physical and applied sciences, and the requirements of the relevant law, as applied to:

- (i) measuring, platting, and locating lines, angles, elevations, natural or artificial features in the air, on the surface of the earth, in underground work, and on the beds of bodies of water for the purpose of determining and reporting positions, topography, areas, and volumes;
- (ii) the platting or replatting, establishing or reestablishing, locating or relocating, or setting or resetting the monumentation for boundaries of real property, easements, or rights-of-way;
- (iii) platting, layout, and preparation of surveys, plats, plans, and drawings, including:
 - 1. site plans;
 - 2. subdivision plans;
 - 3. subdivision plats;
 - 4. condominium plats;
 - 5. right-of-way and easement plats; and
 - 6. other recordable plats;
- (iv) conducting horizontal and vertical control surveys, layout or stake-out of proposed construction, and the preparation and platting of as-constructed surveys;
- (v) utilizing measurement devices or systems, such as aerial photogrammetry, global positioning systems, land information systems, geographic information systems, or similar technology for evaluation or location of boundaries of real property, easements, or rights-of-way; and
- (vi) in conjunction with the site development or subdivision of land, the preparation and design of plans for the following projects, provided that such preparation and design are in accordance with design manuals, details, and standards accepted by the State or local authority:
 - 1. road and street grades;

2. sediment and erosion control measures;
 3. nonpressurized closed storm drainage and stormwater management systems; and
 4. open conduit storm drainage and stormwater management systems.
- (2) "Practice land surveying" does not include the design, preparation, or specifications for:
- (i) community water or wastewater treatment collection or distribution systems;
 - (ii) community pumping or lift stations; or
 - (iii) geotechnical or structural design components of sediment control or stormwater management ponds or basins.
- (k) (1) "Practice property line surveying" means to practice land surveying, except for the services excluded under paragraph (2) of this subsection.
- (2) "Practice property line surveying" does not include the performance of the services described in subsection (j)(1)(vi) of this section.
- (l) "Professional land surveyor" means, unless the context requires otherwise, a land surveyor who is licensed by the Board to practice land surveying.
- (m) "Property line surveyor" means an individual who practices property line surveying.
- (n) "Responsible charge" means direct control and personal direction of the investigation, design, construction, or operation of land surveying work that requires initiative, professional skill, and independent judgment.

LANDSCAPE ARCHITECTS

§9-101.

- (a) In this title the following words have the meanings indicated.
- (b) "Board" means the State Board of Examiners of Landscape Architects.
- (c) "Design coordination" means the review and coordination of services provided by individuals licensed or certified under Titles 3, 8, 9, 14, and 15 of this article.
- (d) "Landscape architect" means an individual who practices landscape architecture.
- (e) "License" means, unless the context requires otherwise, a license issued by the Board to practice landscape architecture.
- (f) "License fee" means, as applicable, the fee paid in connection with the issuance and renewal of a license or the issuance of a reciprocal license.
- (g) "Licensed landscape architect" means a landscape architect who is licensed by the Board to practice landscape architecture.
- (h) "Permit" means a permit issued by the Board to allow a partnership or corporation to operate a business through which an individual may practice landscape architecture.
- (i) "Permit fee" means, as applicable, the fee paid in connection with the issuance and renewal of a permit.
- (j) (1) "Practice landscape architecture" means:
- (i) to provide any service or creative work in the analysis or design of land and natural resources that requires training and experience in the application of the biological, physical, mathematical, and social sciences; and
- (ii) to perform design coordination of a project or portion of a project provided that the licensed landscape architect holds a current license issued by the Board and has adequate education and experience in, and understanding of, the project or portion of the project being coordinated.

(2) "Practice landscape architecture" includes:

(i) consultation, research, analysis, assessment, selection, and allocation of land and natural resources;

(ii) development of graphic, written, digital, and other appropriate criteria to govern the planning and design of land development and construction programs, including:

1. preparation, review, and analysis of master plans, site plans, and land development plans;

2. reconnaissance, planning, design, and preparation of construction documents;

3. construction, observation, administration, and project management;

4. preservation, restoration, conservation, reclamation, rehabilitation, and management of land and natural resources;

5. preparation of feasibility and site selection studies, environmental studies, and cost estimate reports; and

6. design and analysis of grading and drainage, irrigation, erosion and sediment control systems, and pedestrian and vehicular circulation systems; and

(iii) in conjunction with site plan preparation, the performance of the following:

1. determining a grade;

2. determining drainage; and

3. preparing and designing stormwater drainage systems provided that the preparation and design:

A. are in accordance with design manuals, details, and standards accepted by the State or local authorities; and

B. do not require a hydraulic or structural design of system components.

(k) "Responsible charge" means direct control and personal supervision of landscape architecture services that requires initiative, professional skill, and independent judgment.

CERTIFIED INTERIOR DESIGNERS

§8-101.

(a) In this title the following words have the meanings indicated.

(b) "Board" means the State Board of Certified Interior Designers.

(c) "Certificate" means a certificate issued by the Board to use the title "certified interior designer".

(d) "Certificate fee" means, as applicable, the fee paid in connection with the issuance and renewal of a certificate and issuance of a reciprocal certificate.

(e) "Certified interior design services" means interior design services provided by a certified interior designer.

(f) "Certified interior designer" means an interior designer who is certified by the Board.

(g) "Design coordination" means the review and coordination of services provided by individuals licensed or certified under Titles 3, 8, 9, 14, and 15 of this article.

(h) "Interior design services" means rendering or offering to render services for a fee or other valuable consideration, in the preparation and administration of interior design documents (including drawings, schedules and specifications) which pertain to the planning and design of interior spaces including furnishings, layouts, fixtures, cabinetry, lighting fixtures, finishes, materials, and interior construction not materially related to or materially affecting the building systems, all of which shall comply with applicable laws, codes, regulations, and standards. The scope of work described herein shall not be construed as authorizing the planning and design of engineering and architectural interior construction as related to the building systems, including structural, electrical, plumbing, heating, ventilating, air conditioning or mechanical systems and shall not be construed as authorizing the practice of architecture or engineering as defined in Title 3 or Title 14 of this

article. The interior design plans as described above are not to be construed as those architectural plans which may be required to be filed with any county or municipality.

(i) "Public use" means the use of a building or other structure for the primary purpose of human use or habitation.

(j) "Residential use" means the use of a building or other structure as a dwelling.

Phone Numbers for the Design Boards

1. Architects: 410-230-6261
2. Professional Engineers 410-230-6260
3. Professional Land Surveyors 410-230-6256
4. Landscape Architects 410-230-6256
5. Certified Interior Designers 410-230-6259