



## Professional Stamps

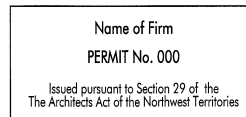
The NWTAA issues stamps to all authorized practitioners - architects, restricted practitioners, licensees, and permit holders. They remain the property of the NWTAA, and must be returned when the holder ceases to be an authorized practitioner. A sample of each type of stamp is shown below.



**ARCHITECT'S STAMP**



**RESTRICTED PRACTITIONER'S STAMP**



**FIRM PERMIT HOLDER'S STAMP**

VISITING PROJECT ARCHITECT	
Name of Person	
Licence No.: L000	Project Name
Issued: Date	Project Address
Collaborating Architect (Name of Person or Permit Holder) Northwest Territories Association of Architects Issued pursuant to Section 28 of the The Architects Act of the Northwest Territories	

**LICENSEE'S STAMP**

### SIGNIFICANCE OF A STAMP

The application of a stamp indicates that the authorized practitioner is satisfied that the work has been completed to an acceptable standard. Architects, restricted practitioners, and licensees can only stamp documents that they themselves have prepared, or that have been prepared under their direct supervision.

The application of a stamp by a permit holder indicates that the documents have been prepared by the firm to whom the permit has been issued, and that the signatory of the firm assumes responsibility for the practice and professional conduct of the firm as per Section 29 of the Act.

### NATIONAL GOVERNANCE ON THE USE OF STAMPS

Each provincial association is responsible for determining how stamps are to be used, in accordance with provincial legislation and related regulations and bylaws. There are significant differences between jurisdictions on the use of stamps. For an overview, refer to the *Canadian Handbook of Practice for Architects*.

### DOCUMENTS REQUIRING A STAMP IN THE NWT

All designs requiring the services of an authorized practitioner must be stamped at the appropriate stages:

- Designs must be stamped when they are issued for permit application, such as a development permit or building permit, or for construction; Construction documents requiring the application of a stamp include both drawings and specifications.
- Documents issued at stages other than construction and permit application can be stamped at the practitioner's discretion, but their intended use must be indicated, and they must be clearly marked 'not for construction'.
- Other types of documents, such as reports, can be stamped at the practitioners' discretion.

As-built drawings are **not** to be stamped, since the authorized practitioner cannot ensure that they accurately reflect all as-built conditions. **Practitioners are not to stamp documents that they have not prepared, or that have not been prepared under their direct supervision.**

## APPLYING A STAMP

Architects, restricted practitioners, and licensees are to use the personal stamp in their name issued to them by the NWTAA. A clear imprint of the stamp must be applied to required documents, along the signature of the architect, restricted practitioner or licensee written across the face of the stamp, and the date that the signature was applied.

The stamp of a licensee must be accompanied by the stamp of the architect or permit holder with whom the licensee is collaborating. Both stamps must be signed and dated.

In the case of a firm, the stamp of the firm must be applied to the required documents, and signed and dated by the professional representative of the firm; and accompanied by the personal stamp (and signature plus date) of the architect, restricted practitioner or licensee in the firm who is responsible for the work.

Stamped documents issued for permit application must be clearly marked as such, also indicating that they are not to be used for construction.

Each drawing sheet prepared by or under the direct supervision of an authorized practitioner must be stamped, signed, and dated.

For specifications, authorized practitioners are to prepare an index page indicating the specification sections that they have prepared, or that have been prepared under their direct supervision, and stamp this page.

## USING DIGITAL STAMPS

Digital stamps are to be used in the same way as the physical stamp, as described in this document.

When documents are ready to be stamped, practitioners should affix their stamp to a clean sheet of paper, and write their signature across the face of the imprint along with the date. The signed and dated imprint of the stamp should then be scanned. Use an imprint of the stamp issued by the NWTAA. Do not attempt to reproduce the stamp by re-drawing it.

On returning the physical stamp to the registrar, all digital copies of the stamp that have not been affixed to documents must be deleted/destroyed, and the registrar must be advised of this in writing.