

North Carolina Board of Architecture & Registered Interior Designers  
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*The purpose of this guidance is to help the regulated public comply with the Board's laws and rules. Please be advised that the guidance below is subject to change. If you disagree with the guidance, you may have the right to request a declaratory ruling from, or hearing before, the Board pursuant to Chapter 150B of the N.C. General Statutes. Moreover, an occupational licensing board does not have the authority to order an unlicensed person or entity to discontinue its practices. Only a court may determine whether an unlicensed person or entity has violated or is violating any law and, if appropriate, impose a remedy or penalty for the violation.*

### Off-Site Drafting Services Opinion

Under the administrative procedures act [NCGS 150B-2(8a) (C)] the board issues the following non-binding interpretive statement regarding a licensed architects use of off-site drafting services and the quality of direct supervision required by NCGS 83A-15 (1)(b).

Use by an architect or registered interior designer of third party off-site drafting services is permissible only if there is responsible control as indicated by the following:

1. a written agreement exists between the architect, registered interior designer and the drafting service showing that the architect or registered interior designer assumes full professional responsibility for the work vis a vis the client, detailing the services to be provided by the drafting service including necessary disciplines and types of services. This agreement may be a standing agreement pertaining to more than one project.
2. the engagement was initiated by written directions from the architect or registered interior designer to the draftsman describing what is to be drafted and how.
3. documentation (to the degree appropriate for the complexity of the project) markups, changes, and corrections to drawings, verifying that the architect or registered interior designer conducted a detailed review of the work being provided by the draftsman.
4. other factors that will be considered in determining whether adequate supervision of the drafting services has occurred include the size and complexity of the project, compensation in relation to the size of the project, the physical proximity of the architect or registered interior designer and drafting service and quality of communications between the architect or registered interior designer and drafting service.

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