

North Carolina Board of Architecture & Registered Interior Designers  
434 Fayetteville Street Suite 2005  
Raleigh, NC 27601  
984-328-1161  
ncba@ncbarch.org

*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.*

### Neighborhood Architectural Review Board (or Committee)

#### Sealing Guidelines

The North Carolina Board of Architecture and Registered Interior Designers has adopted the following guidelines for sealing documents for neighborhood architectural review boards (ARB). Typically, a neighborhood ARB sets guidelines for establishing and maintaining the architectural aesthetics, correctness and diversity for a given residential development. The ARB has no jurisdiction over a licensee of the NC Board of Architecture and Registered Interior Designers.

It is not uncommon for certain residential developments to require that the homes be designed by an architect. As set forth in 21 NCAC 02 .0206 Requirement for and Use of Professional Seal by Architects and Registered Interior Designers, an architect must seal his/her work regardless of the exemption set forth in NC General Statute 83A-13.

#### **21 NCAC 02 .0206 REQUIREMENT FOR AND USE OF PROFESSIONAL SEAL BY AN ARCHITECT OR REGISTERED INTERIOR DESIGNER**

(a) An architect shall seal his or her work whether or not the work is for an exempt project as defined in G.S. 83A-13.

(c) **(Effective until December 31, 2024 - see note)** Nothing in this Chapter shall be construed to require an architectural license for the preparation, sale, or furnishing of plans, specifications and related data, or for the supervision of construction pursuant thereto, where the building, buildings, or project involved is in one of the following categories:

- (1) A family residence, up to eight units attached with grade level exit, which is not a part of or physically connected with any other buildings or residential units;

Often, an ARB will require an 'aesthetic review'. This type of review may require the homeowner's architect to submit a sealed rendering of the front elevation or drawing of the home. The Board rules and laws do not permit an architect to seal such drawings.

**21 NCAC 02 .0206 REQUIREMENT FOR AND USE OF PROFESSIONAL SEAL BY AN ARCHITECT OR REGISTERED INTERIOR DESIGNER**

(a) An architect shall seal his or her work whether or not the work is for an exempt project as defined in G.S. 83A-13.

- (8) Presentation documents, such as renderings created by an architect or registered interior designer used to communicate conceptual information, shall not be sealed or signed.
- (9) Documents considered incomplete by the architect or registered interior designer may be released for interim review without the architect's or registered interior designers seal or signature affixed, but shall be dated, bear the architect's or registered interior designer's name, and be marked or designated as follows "Incomplete - for interim review only and not intended for bidding, procurement, permit, or construction purposes."

Architects who are asked to place their seal on such documents should decline and refer the homeowner or ARB to the rules and laws stated above.

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.

Adopted on January 11, 2019

Revised September 23, 2023