

Board of Licensure for Landscape Architects Seal/Stamp Requirements

If you have questions, please contact:

Board of Licensure for Landscape Architects
Department of Licensing
PO Box 9045
Olympia, WA 98507-9045

(360) 664-1497
landscape@dol.wa.gov

Below are examples of the landscape architect seal/stamp as required by state law. Instructions for production and use are as follows:

- The seal/stamp must be produced in one of the formats shown. Your name will appear in place of “NAME” shown on the example under the signature line. Your license certificate number is to be added in place of the row of zeros. Any stamp manufacturer can produce the stamp for you. **The Department of Licensing prohibits the Board of Licensure for Landscape Architects from referring licensees to a specific stamp manufacturer.**
- Your seal/stamp must include your signature and your license expiration date.
- You must seal/stamp the following:
 - All technical submissions required for building permits, regulatory approvals, and/or construction drawings that are filed with authorities having jurisdiction;
 - Drawings prepared by you on each sheet;
 - Specifications and other technical submissions need only be sealed/stamped on the cover, title page, and all pages of the table of contents.
- Your seal/stamp shall not be affixed to any drawings not prepared by you or your regularly employed subordinates, or not reviewed by you. If you seal/stamp drawings or specifications that you have reviewed, you shall be responsible to the same extent as if those drawings or specifications were prepared by you. Without exception, these sealing/stamping requirements for landscape architects shall apply to all work prepared or supervised by the landscape architect.
- If you use pre-printed identification block tracing sheets, you may have the seal/stamp printed on the block at the time of manufacture. You must add your signature and expiration date to each sheet before print reproductions are made.
- Your signature can be handwritten or a digitally represented handwritten version. Requirements may differ in local jurisdictions.
- **No deviation from this form of seal/stamp is proper or legal. No firm names are permitted on seals. More than one seal/stamp on drawings and specifications is permissible but not necessary.**
- It is unlawful to use your seal/stamp if your license is expired, delinquent, revoked or suspended.
- The seal/stamp may be used in a horizontal or vertical format, and scaled as appropriate, provided it remains readable.

