

CHAPTER 27

NEW JERSEY STATE BOARD OF ARCHITECTS

Authority

N.J.S.A. 45:3-1 et seq., specifically 45:3-3.

Source and Effective Date

R.2011 d.081, effective February 7, 2011.
See: 42 N.J.R. 2202(a), 43 N.J.R. 640(a).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 27, New Jersey State Board of Architects, expires on February 7, 2018. See: 43 N.J.R. 1203(a).

Chapter Historical Note

Chapter 27, New Jersey State Board of Architects, was adopted and became effective prior to September 1, 1969.

Pursuant to Executive Order No. 66(1978), Chapter 27, New Jersey State Board of Architects, was readopted as R.1990 d.165, effective February 20, 1990. See: 22 N.J.R. 18(a), 22 N.J.R. 974(a).

Subchapter 3, Scope of Architectural Services, was adopted as R.1994 d.169, effective April 4, 1994. See: 25 N.J.R. 5439(a), 26 N.J.R. 1517(a).

Chapter 27, New Jersey State Board of Architects, was repealed and Chapter 27, New Jersey State Board of Architects, was adopted as new rules by R.1995 d.101, effective February 21, 1995. See: 26 N.J.R. 4952(a), 27 N.J.R. 716(a).

Pursuant to Executive Order No. 66(1978), Chapter 27, New Jersey State Board of Architects, was readopted as R.2000 d.103, effective February 18, 2000. See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).

Subchapter 4A, Continuing Education, was adopted as new rules by R.2000 d.135, effective April 3, 2000. See: 31 N.J.R. 1893(a), 32 N.J.R. 1217(a).

Subchapter 7A, Design Build Contracts, was adopted as new rules by R.2001 d.305, effective August 20, 2001. See: 33 N.J.R. 1858(a), 33 N.J.R. 2815(a).

Chapter 27, New Jersey State Board of Architects, was readopted as R.2005 d.303, effective August 17, 2005. See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Subchapter 9, Interior Design Examination and Evaluation Committee; Certification of Interior Designers; Certified Interior Designer Standards of Practice, was adopted as new rules by R.2006 d.172, effective May 15, 2006. See: 37 N.J.R. 3548(a), 38 N.J.R. 2167(a).

Chapter 27, New Jersey State Board of Architects, was readopted as R.2011 d.081, effective February 7, 2011. As a part of R.2011 d.081, Subchapter 6, Seals; Title Blocks, was renamed General Requirements for a Title Block, effective March 7, 2011. See: Source and Effective Date. See, also, section annotations.

Subchapter 8, Certified Landscape Architects, was renamed Licensed Landscape Architects by R.2011 d.197, effective August 1, 2011. See: 42 N.J.R. 2208(a), 43 N.J.R. 1882(a).

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SUBCHAPTER 1. PURPOSE AND SCOPE

13:27-1.1 Purpose

The purpose of this chapter is to regulate the practice of architecture, landscape architecture and interior design in the State of New Jersey pursuant to N.J.S.A. 45:3-1 et seq. and 45:3A-1 et seq.

Amended by R.2000 d.103, effective March 20, 2000.
 See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).

Rewrote the section.
 Amended by R.2011 d.197, effective August 1, 2011.
 See: 42 N.J.R. 2208(a), 43 N.J.R. 1882(a).
 Inserted "landscape architecture and interior design" and "et seq. and 45:3A-1 et seq".

13:27-1.2 Scope

This chapter shall apply to all applicants seeking licensure as an architect or landscape architect or seeking certification as an interior designer and all licensees practicing architecture or landscape architecture and all certificate holders practicing interior design in the State of New Jersey.

Amended by R.2000 d.103, effective March 20, 2000.
 See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).

Rewrote the section.
 Amended by R.2011 d.197, effective August 1, 2011.
 See: 42 N.J.R. 2208(a), 43 N.J.R. 1882(a).
 Inserted "or landscape architect or seeking certification as an interior designer" and "or landscape architecture and all certificate holders practicing interior design".

SUBCHAPTER 2. ADMINISTRATION

13:27-2.1 Establishing Board name

In accordance with P.L. 1902, c.29, p. 54 as amended and supplemented (N.J.S.A. 45:3-1 et seq.) the name of this Board shall be the New Jersey State Board of Architects.

13:27-2.2 Office location

The offices of the Board are located at 124 Halsey Street, PO Box 45001, Newark, New Jersey 07101.

Case Notes

Engineer's designing of duplex held not an "engineering project" within exception to architect's licensing statute. State Bd. of Architects v. North, 197 N.J. Super 349, 484 A.2d 1297 (Ch.Div.1984).

13:27-2.3 Meetings of Board; quorum

(a) The Board shall hold an annual meeting at the Board office in July of each year.

(b) The meetings of the Board shall be held as scheduled and notice thereof shall be filed in accordance with the Open Public Meetings Act (P.L. 1975, c.231).

(c) A majority of the appointed membership of the Board shall constitute a quorum (N.J.S.A. 45:1-2.2(d)).

(d) Chronic absence and/or lack of participation by a member in Board activities, as documented by Board records, may be the basis for the submission of a request for replacement to the appropriate authority, as determined by a majority vote of the Board.

13:27-2.4 Election of officers; term; vacancies

(a) At its annual meeting, the Board shall elect from its members a President and a Vice President. These officers shall be elected by a quorum of the Board.

(b) The term of each officer so elected shall be for one year, but shall continue until a successor has been elected and qualified, unless such officer is removed for cause by vote of a quorum of the Board. In the event of a vacancy in an office, an officer shall be elected by a quorum of the Board to fill the unexpired term.

13:27-2.5 Duties of officers; committee appointments

(a) The President of the Board shall preside at all meetings, appoint all committees and chairpersons and shall perform all other duties ordinarily pertaining to the Office of the President or as may be directed by the Board.

(b) The Vice President shall perform the duties of the President during the absence or incapacity of the President. In the absence of both the President and Vice President, the Board member with seniority shall preside.

13:27-2.6 Executive Director; duties

(a) An Executive Director shall serve as chief administrative officer and official custodian of the records of the Board.

(b) The Executive Director shall, in a thorough and efficient manner, fulfill administrative duties, including, but not limited to, duties in connection with the keeping of minutes of meetings, examinations, correspondence, staff and records.

13:27-2.7 (Reserved)

Repealed by R.2005 d.303, effective September 6, 2005.
See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Section was "Roster; dissemination of statutes, rules and code data".

SUBCHAPTER 3. ARCHITECTURAL PRACTICE AND RESPONSIBILITY**13:27-3.1 Definitions**

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

"Advertisement" means any communication to the public including, but not limited to, newspaper, periodical, journal, flyer, professional stationery, brochure, telephone directory, billboard, sign (other than a sign used only for identification purposes at the business premises), radio, telephone for the purpose of solicitation, television, Internet, or any other print or electronic media in which architectural services are offered or by which the availability of architectural services is made known.

"Aesthetic principles" means the concepts of order, balance, proportion, scale, rhythm, color, texture, mass and form as used in the design process.

"Architect" means an individual who through education, training, and experience is skilled in the art and science of building design and has been licensed or registered by the New Jersey State Board of Architects to practice architecture in the State of New Jersey.

"Architectural business association" or "architectural business entity" means a sole proprietorship of a licensed architect; a partnership, including a limited liability partnership, of licensed architects; a partnership, including a limited liability partnership, of closely allied professionals as defined by N.J.S.A. 45:3-1.1(f), including at least one licensed architect; a professional service corporation of persons providing closely allied professional services as defined by N.J.S.A. 14A:17-3, including at least one licensed architect, established pursuant to the "Professional Service Corporation Act" (N.J.S.A. 14A:17-1 et seq.); or a limited liability company established pursuant to the "Limited Liability Company Act" (N.J.S.A. 42:2B-1 et seq.) or a corporation either of which is required to hold a Certificate of Authorization from the New Jersey State Board of Architects pursuant to N.J.A.C. 13:27-4.8.

"Architectural services" or "practice of architecture" means the rendering of services in connection with the design, construction, enlargement, or alteration of a building or a group of buildings and the space within or surrounding those buildings, which have as their principal purpose human use or habitation. These services include site planning, providing preliminary studies, architectural designs, drawings, specifications, other technical documentation, and administration of construction for the purpose of determining compliance with drawings and specifications.

"Architecture" means the art and science of building design and particularly the design of any structure for human use or habitation. Architecture, further, is the art of applying human

values and aesthetic principals to the science and technology of building methods, materials and engineering systems as required to comprise a total building project with a coherent and comprehensive unit of structure and site.

“Board” means the New Jersey State Board of Architects.

“Boards” means the New Jersey State Board of Architects, State Board of Professional Engineers and Land Surveyors and the State Board of Professional Planners.

“Certificate of Authorization” means a certificate issued by the Board to a general business corporation or a limited liability company to permit the practice of architecture pursuant to N.J.S.A. 45:3-18 or the practice of landscape architecture pursuant to N.J.S.A. 45:3A-16.

“Certificate of Registration” or “license” means official documents attesting to the fact that the individual has met the minimum requirements to practice architecture or landscape architecture in the State of New Jersey. For the purposes of this chapter, the terms “licensed” and “registered” are used interchangeably.

“Closely allied professional” means, and is limited to, licensed architects, professional engineers, land surveyors, professional planners, licensed landscape architects and persons that provide space planning services, interior design services or the substantial equivalent thereof.

“Construction documents” means the plans and specifications required to make application for a construction permit pursuant to N.J.A.C. 5:23-2.15(f).

“Construction permit” means an authorization to begin work on a specific project in accordance with N.J.A.C. 5:23-1.4.

“Continuing education” means professional development activities whose purpose is academic and professional instruction in order to advance the professional knowledge and skill of an architect or landscape architect.

“Continuing education (‘CE’) hour” means one 60-minute clock hour of an educational activity with no less than 50 minutes of instructional content within the hour.

“Design services” as provided by a builder or home improvement contractor, means conceptual drawings or sketches of floor plans or elevations and the rendering of price quotations or estimates all of which may be necessary to develop the scope, character and potential cost of a one- or two-family detached home or improvement thereto. Design services do not include the preparation of construction documents.

“Diversified experience in architecture” means a wide spectrum of professional experience consistent with the elements defined by the National Council of Architecture Registration Boards (NCARB) through its Intern Development Program (IDP).

“Health, safety and welfare programs or courses” means relevant technical and professional architectural continuing education subjects related to safeguarding life, health, and property and promoting the public welfare. The term includes the application of human values and aesthetic principles to the science and technology of structural design or evaluation; building methods, materials, and engineering systems; construction codes; construction-related standards; fire protection; means of egress; and barrier-free accessibility.

“Human use or habitation” means the activities of living, including, but not limited to, fulfilling domestic, religious, education, recreational, employment, assembly, health care, institutional, memorial, financial, commercial, industrial and governmental needs.

“Human values” means the social, cultural, historical, economic and environmental influences that have an impact on the quality of life.

“Immediate family” means a person’s spouse and children, the person’s siblings and parents and the spouses of the person’s children.

“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, but not limited to, drawings, schedules and specifications which pertain to the design intent and planning of interior spaces, including furnishings, layouts, non-load bearing partitions, fixtures, cabinetry, lighting location and type, outlet location and type, switch location and type, finishes, materials and interior construction not materially related to or materially affecting the building systems, in accordance with applicable laws, codes, regulations and standards.

“Landscape Architect Continuing Education System” or “(LA CES)” means a collaboration of the American Society of Landscape Architects, Canadian Society of Landscape Architects, Council of Educators in Landscape Architecture, Council of Landscape Architectural Registration Boards (CLARB), Landscape Architectural Accreditation Board and the Landscape Architecture Foundation, which establishes, maintains and enforces standards for evaluating professional development and continuing education programs for landscape architects.

“Licensed landscape architect” or “landscape architect” means an individual who, by reason of his or her knowledge of natural, physical, mathematical and social sciences, and the principles and methodology of landscape architecture and landscape architectural design acquired by professional education, practical experience, or both, is qualified to engage in the practice of landscape architecture and is licensed by the Board as a landscape architect.

“Licensee” means a person who has been granted licensure by the New Jersey State Board of Architects.

“Limited liability company” or “(LLC)” means a business entity organized in compliance with the Limited Liability Company Act, N.J.S.A. 42:2B-1 et seq., to engage in and carry on any lawful business, purpose or activity which combines the attributes of both corporation and partnership, and provides the limited liability generally associated with a corporation and the Federal tax treatment of a partnership.

“Limited liability partnership (LLP)” means an association of two or more persons to carry on as owners of a business for profit, which partnership is formed pursuant to an agreement governed by the laws of this State, registered pursuant to N.J.S.A. 42:1-44 and in compliance with N.J.S.A. 42:1-45.

“Office of a registered architect in private practice” means an organization which offers architectural service, is in the responsible charge of a registered architect(s) who is/are the principal owner or owners of the organization, and has no affiliate engaged in construction activities.

“Organization or affiliate engaged in construction” means one which undertakes to provide labor and/or material for all or any portion of a construction project, whether on lump sum, cost plus or other basis of compensation; and agrees to guarantee to a property owner the maximum construction cost for all or any significant portion of a construction project.

“Person” means any individual, partnership, corporation or any other business entity.

“Practice of landscape architecture” means any service in which the principles and methodology of landscape architecture are applied in consultation, evaluation, planning and design, including the preparation and filing of sketches, drawings, plans and specifications for review and approval by governmental agencies, and responsible administration of contracts to the extent that the primary purpose of the contractual services is the preservation, enhancement or determination of proper land uses, natural land features, ground cover and planting, naturalistic and aesthetic values, the settings and approaches or environment for structures or other improvements, the grading of land and water forms, natural drainage and determination of related impacts, assessments and problems of land disturbance, including erosion and sedimentation, blight or other hazards. This practice includes the proposed location and arrangement of those tangible objects and features as are incidental and necessary for any government approval and as may be prescribed by State or local authorities, but does not include the design of structures or facilities ordinarily included in the practice of engineering or architecture and does not include the making of land surveys, or land plats for official approval or recording or other services as set forth in N.J.S.A. 45:8-28(e).

“Principal” means a registered architect who is an owner in whole or in part of any business entity authorized by law to offer or render architectural services.

“Responsible charge” means the rendering of regular and effective supervision by a competent licensed architect or a

competent licensed landscape architect to those individuals performing services that directly and materially affect the quality and competence of architectural services or landscape architectural services, as appropriate, rendered by the licensee.

Administrative Correction.

See: 27 N.J.R. 2009(a).

Amended by R.1998 d.417, effective August 17, 1998.

See: 30 N.J.R. 1511(a), 30 N.J.R. 3061(a).

In “Certificate of Authorization”, added “or a limited liability company” preceding “to permit”; and added new “Limited liability company (LLC)” and “Limited liability partnership (LLP)” definitions.

Amended by R.2000 d.103, effective March 20, 2000.

See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).

In “Advertisement” substituted “telephone, television, Internet, or other electronic media” for “telephonic or communication” following “radio.”; and in “Limited liability company (LLC)”, substituted “which” for “.”. The LLC is considered a hybrid entity that” following “activity”.

Amended by R.2000 d.135, effective September 3, 2000.

See: 31 N.J.R. 1893(a), 32 N.J.R. 1217(a).

Inserted “Continuing education”, “Continuing education (“CE”) hour”, “Health, safety and welfare programs or courses” and “Licensee”.

Amended by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Rewrote definitions “Advertisement”, “Architectural services”, “Closely allied professional” and “Person”; deleted definition “Advertiser”; added definitions “Architectural business association” and “Interior design services”.

Petition for Rulemaking.

See: 39 N.J.R. 4454(a), 5132(b).

Petition for Rulemaking.

See: 40 N.J.R. 1712(a).

Amended by R.2011 d.081, effective March 7, 2011.

See: 42 N.J.R. 2202(a), 43 N.J.R. 640(a).

In definition “Closely allied professional”, inserted “certified interior designers,” and deleted a comma following the second occurrence of “architects”; rewrote definition “Construction documents”; added definitions “Construction permit” and “Immediate family”; and in definition “Design services”, substituted “one-“ for “one”, deleted a comma following “two-family”, and inserted the last sentence.

Amended by R.2011 d.197, effective August 1, 2011.

See: 42 N.J.R. 2208(a), 43 N.J.R. 1882(a).

Added definitions “Boards”, “Landscape Architect Continuing Education System”, “Licensed landscape architect” and “Practice of landscape architecture”; in definition “Certificate of Authorization”, inserted “or the practice of landscape architecture pursuant to N.J.S.A. 45:3A-16”; in definition “Certificate of Registration”, inserted “or landscape architecture”; in definition “Closely allied professional”, substituted the second occurrence of “licensed” for “certified” and deleted a comma following the second occurrence of “architects” and the second occurrence of “services”; in definition “Continuing education”, substituted “the professional knowledge and skill of an architect or landscape architect” for “an architect’s professional knowledge and skill”; substituted definition “‘Limited liability company’ or ‘(LLC)’” for definition “Limited liability company (LLC)”; in definition “‘Limited liability company’ or ‘(LLC)’”, substituted “entity” for the first occurrence of “corporation”; and in definition “Responsible charge”, inserted “or a competent licensed landscape architect” and “or landscape architectural services, as appropriate,” and substituted “that” for “which”.

13:27-3.2 Advertising by architects

(a) Architects shall meet the following requirements concerning advertisements:

1. An advertisement shall include a term which is descriptive of the professional services to be rendered, such as “architect,” “architectural,” “architectural services,” or the substantial equivalent thereof and may be made only by

an architectural business entity authorized to render architectural services pursuant to N.J.S.A. 45:3-17 or 45:3-18.

2. An advertisement shall include the name and license number of an architect and, if applicable, the name of the architect's architectural business entity.

3. Each architect, who is a principal, partner, or officer of an architectural business entity, shall be responsible for the form and content of any advertisement which offers to provide architectural services.

4. A copy of each advertisement shall be retained by each architect, who is a principal, partner or officer of an architectural business entity, for a period of three years from the date of the last authorized publication or dissemination of the advertisement and shall be made available for review upon request by the Board.

5. Any architect or architectural business entity which uses an advertisement containing false or misleading information or which fails to meet the requirements set forth in this subsection shall be deemed to be engaged in professional misconduct.

Amended by R.1998 d.417, effective August 17, 1998.

See: 30 N.J.R. 1511(a), 30 N.J.R. 3061(a).

Rewrote (b).

Amended by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Rewrote (b); in (c), substituted "46:3B-1 et seq." for "46B-1"; added (g); recodified former (g) as (h).

Amended by R.2011 d.081, effective March 7, 2011.

See: 42 N.J.R. 2202(a), 43 N.J.R. 640(a).

Section was "Scope of architectural service; advertising". Deleted former (a) and (c) through (h); and recodified former (b) as (a).

13:27-3.3 Advertising of design services by others; unlicensed practice of architecture

(a) A builder registered pursuant to the "New Home Warranty and Builder's Registration Act" (N.J.S.A. 46:3B-1 et seq.) or a home improvement contractor may advertise or offer to perform "design services" either in the construction of one- or two-family homes or in connection with the demolition, enlargement or alteration thereto. A builder or home improvement contractor shall render such services only to the owner-occupant of such dwellings.

(b) An advertisement for design services by a builder or home improvement contractor pursuant to (a) above shall not in any way be limited except as set forth in (c) below, and may contain the following terms or their substantial equivalent:

1. Construction design services;
2. Design;
3. Design services;
4. Design/build;
5. Design/build services; and/or

6. Building design services.

(c) Builders and home improvement contractors shall not advertise, offer or perform design services that involve the preparation of construction documents, including, but not limited to, those that consist of drawings or specifications necessary to support an application for building or other construction permits. Any documents prepared by builders or home improvement contractors shall not contain a title block.

(d) A person not authorized to render architectural service may utilize the terms "space planning," "interior design," "interior design service" or the substantial equivalent thereof, provided that the design services advertised, offered or performed:

1. Are limited to the function of the interior space within an existing or proposed building;

2. Do not affect the means of egress and life safety of the building, nor involve any alteration or modifications of the buildings existing or proposed structure, seismic integrity or partitions that affect the means of egress and life safety, or its electrical, mechanical, HVAC (heating, ventilation and air conditioning) or plumbing systems;

3. Do not require or involve skill, training or expertise of a licensed architect; and

4. Do not include the production of construction documents necessary to support an application for any construction permit.

(e) Nothing in this section shall prohibit any individual or entity authorized by law to render professional engineering services from utilizing the terms set forth in (b) above in connection with the advertising of professional engineering services.

(f) No person, except an architect licensed in the State of New Jersey, shall use the title "architect" or its substantial equivalent or otherwise represent to the public that the person is licensed to practice architecture in this State.

New Rule, R.2011 d.081, effective March 7, 2011.

See: 42 N.J.R. 2202(a), 43 N.J.R. 640(a).

Former N.J.A.C. 13:27-3.3, Single family exemption, recodified to N.J.A.C. 13:27-3.4.

13:27-3.4 Single family dwelling exemption

(a) In accordance with N.J.S.A. 45:3-10, any person in this State may act as a designer of a detached single family dwelling and appurtenances thereto to be constructed by that person solely as a residence for that person or member of that person's immediate family.

(b) A person may design the dwelling and all appurtenances thereto, prepare the construction documents and file the construction documents with an affidavit indicating the name of the person who drew the construction documents.

(d) An architect shall neither offer nor make any gifts with the intent of influencing the judgment of an existing or prospective client in connection with a project in which the architect is interested.

Amended by R.2000 d.103, effective March 20, 2000.

See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).

In (b), substituted "State," for "jurisdiction" following "of this".

Amended by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

In (c), substituted "Except as permitted by N.J.S.A. 45:3-17b and N.J.A.C. 13:27-3.2(g), an" for "An" preceding "architect shall not".

SUBCHAPTER 6. GENERAL REQUIREMENTS FOR A TITLE BLOCK

13:27-6.1 Title block on construction documents; general requirements; form; removal

(a) A title block shall appear on all construction documents and site plans, as well as documents submitted for public approval or permit application. Title block information is not required on renderings or sketches. Similar information shall appear on the title page of all specifications that are prepared, signed and sealed by the architect in responsible charge.

(b) The title block shall be in such form as set forth in N.J.A.C. 13:27-6.2.

(c) The title block shall be distinct and separate from any other title block, box, plaque or any similar device of illustration or lettering included on the drawings or on the title page of the specifications.

(d) The title block shall be affixed on each drawing in such a manner as to reproduce clearly on all prints and reproductions thereof.

(e) No person shall remove a title block from any print, reproduction, or electronic media.

(f) A non-licensed person's name, other than the name of the owner or lessee of the building, shall not appear within the title block.

Recodified from N.J.A.C. 13:27-6.6 by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Former N.J.A.C. 13:27-6.2, Renewals of license and Certificate of Authorization, repealed.

Recodified from N.J.A.C. 13:27-6.2 and amended by R.2011 d.081, effective March 7, 2011.

See: 42 N.J.R. 2202(a), 43 N.J.R. 640(a).

Section was "Title block on drawings; general requirements; form; removal". In (a), substituted "construction documents" for "drawings" and "that" for "which" following "specifications", and inserted ", as well as documents submitted for public approval or permit application" and "or sketches"; and in (b), updated the N.J.A.C. reference. Former N.J.A.C. 13:27-6.1, Signing and sealing documents, recodified to N.J.A.C. 13:27-6.3.

13:27-6.2 Title block contents; requirements by form of architectural practice

(a) When the architect practices as an individual or sole proprietor the title block shall contain:

1. The full name of the architect;
2. The title "architect";
3. The address of the architect;
4. A space for the name of the client and the location of the project; and
5. The name, license number, and space for the handwritten signature of the architect in responsible charge, and the date when signed.

(b) When a partnership or limited liability partnership of two or more licensed architects or closely allied professionals, in which at least one partner is an architect, practice architecture, the title block shall contain:

1. The firm name, followed by the words "Limited Liability Partnership" or the abbreviation "L.L.P." or "LLP," if this designation is applicable;
2. The title "architect" or "architects," as applicable, and the titles of any other closely allied professionals;
3. The address of the firm or partnership;
4. A space for the name of the client and the location of the project; and
5. The name, license number, and space for the handwritten signature of the architect in responsible charge, and the date when signed.

(c) When professionals practice architecture as a professional service corporation organized under N.J.S.A. 14A:17-1 et seq., the title block shall contain:

1. The professional service corporation name;
2. The title "architects," and titles of any other closely allied professionals;
3. The address of the professional service corporation;
4. A space for the name of the client and the location of the project; and
5. The name, license number, and space for the handwritten signature of the architect in responsible charge, and the date when signed.

(d) Title block contents for a general business corporation or limited liability company authorized to practice architecture under a Certificate of Authorization issued pursuant to N.J.A.C. 13:27-4.8 shall contain:

1. The name of the general business corporation or limited liability company, followed by the words "Limited Liability Company" or the abbreviation "L.L.C." or "LLC," if this designation is applicable, and Certificate of Authorization number;

2. The title "architects" and titles of any other closely allied professionals;

3. The address of the general business corporation or limited liability company;

4. The name and location of the project; and

5. The full name, license number, and space for the handwritten signature of the architect in responsible charge, and the date when signed.

(e) When an architect is a subcontractor on an engineering project pursuant to the Building Design Services Act (N.J.S.A. 45:4B-8), the architect shall include a secondary title block with all the information required in (a), (b), (c) or (d) above. Reference to the name and location of the project need not be repeated in the secondary title block.

(f) When an architect is a subcontractor on an interior design or space planning project pursuant to N.J.S.A. 45:3-17, the architect shall include a secondary title block with all the information required in (a), (b), (c), or (d) above, whichever applies to the architect's form of business. Reference to the name and location of the project need not be repeated in the secondary title block.

(g) An architect practicing as an employee of a business entity which does not offer architectural services to the public, including an entity whose principal source of business is space planning or interior design services, shall include in the title block the name of the entity as the "owner" and all other elements that are required for that type of business entity pursuant to (a) through (e) above. If the architect is employed by an entity whose principal source of business is interior design or space planning services, the architect may sign, seal, and list his or her license number in that entity's title block or may use a secondary title block for such information.

(h) The title block may contain the initials of the drafts-person or checker, and dates, drawing numbers, revision numbers and such similar incidental items as are customarily used in the architects' offices.

Amended by R.1998 d.417, effective August 17, 1998.

See: 30 N.J.R. 1511(a), 30 N.J.R. 3061(a).

In (b) and (d), inserted references to limited liability partnerships and limited liability companies.

Amended by R.2000 d.103, effective March 20, 2000.

See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).

In (d)1, deleted "and expiration date" at the end.

Recodified from N.J.A.C. 13:27-6.7 and amended by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Former N.J.A.C. 13:27-6.3, Reinstatement of Certificates, repealed.

Recodified from N.J.A.C. 13:27-6.3 by R.2011 d.081, effective March 7, 2011.

See: 42 N.J.R. 2202(a), 43 N.J.R. 640(a).

Former N.J.A.C. 13:27-6.2, Title block on drawings; general requirements; form; removal, recodified to N.J.A.C. 13:27-6.1.

13:27-6.3 Signing and sealing construction documents

(a) Construction documents and the title pages of the specifications for filing with a public agency or for the owner's legal documentation requirements shall be dated, signed and sealed by the architect in responsible charge in one of two ways:

1. The architect shall sign and date the original documents, including tracings, reproducible drawings or those generated electronically, then affix the seal to opaque prints or reproductions of the originals; or

2. In lieu of signing and dating the original documents, the architect is permitted to sign, date, and seal the opaque copies of the originals.

(b) All certifications that amend, clarify or modify construction documents prepared by the architect in responsible charge shall be dated, signed and sealed prior to forwarding to a public agency.

(c) An architect shall seal construction documents only with seal presses purchased or exchanged through the Board.

Amended by R.1999 d.142, effective May 3, 1999.

See: 31 N.J.R. 111(a), 31 N.J.R. 1200(b).

Rewrote (a); and in (b), required certifications to be dated.

Recodified from N.J.A.C. 13:27-6.5 and amended by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Former N.J.A.C. 13:27-6.1, Issuance of Certificates, repealed.

Recodified from N.J.A.C. 13:27-6.2 and amended by R.2011 d.081, effective March 7, 2011.

See: 42 N.J.R. 2202(a), 43 N.J.R. 640(a).

Section was "Signing and sealing documents". In the introductory paragraph of (a), substituted "documents" for "drawings"; and in (c), substituted "construction" for "architectural". Former N.J.A.C. 13:27-6.3, Title block contents; requirements by form of architectural practice, recodified to N.J.A.C. 13:27-6.2.

13:27-6.4 Submission of title block form for approval

Any architect may submit a proposed form of title block to the New Jersey State Board of Architects for approval.

Recodified from N.J.A.C. 13:27-6.8 and amended by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Former N.J.A.C. 13:27-6.4, Seals, repealed.

13:27-6.5 (Reserved)

Recodified to N.J.A.C. 13:27-6.1 by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Section was "Signing and sealing documents."

13:27-6.6 (Reserved)

Recodified to N.J.A.C. 13:27-6.2 by R.2005 d.303, effective September 6, 2005.

See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Section was "Title block on drawings; general requirements; form; removal."

Amended by R.2011 d.197, effective August 1, 2011.
See: 42 N.J.R. 2208(a), 43 N.J.R. 1882(a).

Section was "Display of certificate; replacement and duplicate certificates". Rewrote the section.

13:27-8.9 Seal and signature

(a) Every licensed landscape architect shall have a seal established and issued by the Board, which shall contain the name of the landscape architect, his or her license number and the legend "Licensed Landscape Architect." If the Board suspends, fails to renew or revokes a license, the licensee shall immediately return the seal press containing such seal to the Board.

(b) All working drawings and specifications prepared by the licensed landscape architect or under his or her supervision shall be signed on the original with the personal signature of the licensed landscape architect. Thereafter, all copies of such drawings and specifications shall be sealed prior to submission to the client or filing with a public agency.

(c) A licensed landscape architect shall provide the following information in a title block, which shall be placed on all construction contract drawings prepared under his or her direction. The information shall appear legibly on the construction contract drawings and shall be clearly reproducible.

1. The full name of the licensed landscape architect as it appears on the license issued by the Board;
2. The signature of the licensed landscape architect;
3. The license number and title: New Jersey Licensed Landscape Architect;
4. The date when signed; and
5. If applicable, the certificate of authorization number as required under N.J.S.A. 45:3A-16 and N.J.A.C. 13:27-8.11.

(d) Other information may appear with or within the title block provided that the required information is distinct and the name of the licensed landscape architect is readily discernible from the other information on the document.

Amended by R.2000 d.103, effective March 20, 2000.
See: 32 N.J.R. 10(a), 32 N.J.R. 1029(a).

Rewrote (a); and in (c)3, substituted "certificate" for "license".
Amended by R.2005 d.303, effective September 6, 2005.
See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Added the last sentence in (a); rewrote (b).
Amended by R.2011 d.197, effective August 1, 2011.
See: 42 N.J.R. 2208(a), 43 N.J.R. 1882(a).

Rewrote the section.

13:27-8.10 (Reserved)

Repealed by R.2005 d.303, effective September 6, 2005.
See: 37 N.J.R. 869(a), 37 N.J.R. 3424(a).

Section was "Certification renewal; continuing education requirements".

13:27-8.11 Issuance of certificates of authorization

(a) Upon review and approval by the Board of a completed application, the Board shall issue a certificate of authorization to an LLC or a corporation, other than a professional service corporation established pursuant to the "Professional Service Corporation Act," P.L. 1969, c. 232 (N.J.S.A. 14A:17-1 et seq.), if the LLC or corporation meets the following requirements:

1. At least one of the LLC's or corporation's officers or full-time employees is a licensed landscape architect in this State who shall be in responsible charge of the professional services rendered by the LLC or corporation; or
2. The LLC or corporation has entered into a written contract with a New Jersey licensed landscape architect pursuant to N.J.A.C. 13:27-8.13.

(b) In applying for a certificate of authorization, an applicant shall submit to the Board:

1. A completed application form approved by the Board, which shall include, at a minimum, the following:
 - i. The name and address of the LLC or corporation and its satellite offices;
 - ii. The names, addresses, license numbers and signatures of all officers, board members, directors, principals and any licensees who shall be in responsible charge of the practice of landscape architecture through the LLC or corporation;
 - iii. The names, addresses, license numbers and amount and percentage of ownership interest of the LLC or corporation of persons who are licensees of the Board or who are closely allied professionals;
 - iv. The names, addresses and amount and percentage of ownership interest of the LLC or corporation of persons who are not licensees of the Board nor closely allied professionals; and
 - v. The name and address of the LLC's or corporation's registered agent for service of process in New Jersey;

2. A certified copy of the Certificate of Formation or Incorporation for an LLC or corporation created in this State or, for an LLC or corporation created outside New Jersey, a certified copy of a Certificate of Authorization issued by the Division of Revenue in the New Jersey Department of the Treasury and a certified copy of the Certificate of Formation or Incorporation, or its equivalent, issued by the home state;

3. A copy of the most current annual report filed with the Division of Revenue in the New Jersey Department of the Treasury;

4. If appropriate, a copy of the signed contract entered into pursuant to N.J.A.C. 13:27-8.13; and

5. The application fee and certificate fee as set forth in N.J.A.C. 13:27-8.21.

(c) The certificate of authorization shall designate all New Jersey licensees who are in responsible charge of the landscape architectural activities and decisions of the LLC or corporation. All final drawings, papers and documents involving the practice of landscape architecture, when issued by the LLC or corporation or filed for public record, shall be signed and sealed by the New Jersey licensee who is in responsible charge of the work.

(d) The LLC or corporation that has been issued a certificate of authorization and its licensees who are in responsible charge of the landscape architectural activities and decisions of the LLC or corporation have a continuing duty to inform the Board within 30 days of any change in the information that was provided to the Board as required pursuant to (b) above, including a copy of each annual report filed with the Division of Revenue.

(e) Misrepresentation of any information provided to the Board or failure to provide updated information as required under (d) above shall result in the suspension of the certificate of authorization and/or shall be deemed to be professional misconduct of the licensees found to be in responsible charge of the landscape architectural activities and decisions of the LLC or corporation.

New Rule, R.2011 d.197, effective August 1, 2011.
See: 42 N.J.R. 2208(a), 43 N.J.R. 1882(a).

Former N.J.A.C. 13:27-8.11, "Continuing education hour requirements; waiver or modification of requirements", recodified to 13:27-8.14.

13:27-8.12 Biennial renewal of certificates of authorization

(a) All certificates of authorization issued by the Board shall be issued for a biennial period. An LLC or corporation seeking renewal of the certificate shall submit a completed renewal application, a copy of the current annual report filed with the Division of Revenue in the New Jersey Department of the Treasury and the renewal fee as set forth in N.J.A.C. 13:27-8.21 prior to the expiration date of the certificate.

(b) The Board shall send a notice of renewal to each certificate holder at the address registered with the Board at least 60 days prior to the expiration of the certificate. If the notice to renew is not sent at least 60 days prior to the expiration date, no monetary penalties or fines shall apply to the certificate holder for failure to renew.

(c) If a certificate holder does not renew the certificate prior to its expiration date, the certificate holder may renew the certificate within 30 days of its expiration by submitting a completed renewal application, a copy of the current annual report filed with the Division of Revenue in the New Jersey Department of the Treasury, and the renewal fee and late fee as set forth in N.J.A.C. 13:27-8.21. During this 30-day period,

the certificate shall be valid, and the certificate holder shall not be deemed to be engaged in unauthorized practice.

(d) A certificate of authorization that is not renewed within 30 days of its expiration shall be automatically suspended. An LLC or corporation, other than a professional service corporation established pursuant to the "Professional Service Corporation Act," P.L. 1969, c. 232 (N.J.S.A. 14A:17-1 et seq.), that provides or advertises landscape architectural services while its certificate of authorization is suspended shall be in violation of N.J.S.A. 45:3A-16.

(e) A certificate of authorization that has been automatically suspended for non-renewal may be reinstated upon the LLC or corporation submitting a completed reinstatement application, a copy of the current annual report filed with the Division of Revenue in the New Jersey Department of the Treasury, and the renewal fee and reinstatement fee as set forth in N.J.A.C. 13:27-8.21.

New Rule, R.2011 d.197, effective August 1, 2011.
See: 42 N.J.R. 2208(a), 43 N.J.R. 1882(a).

Former N.J.A.C. 13:27-8.12, "Continuing education programs and courses", recodified to 13:27-8.15.

13:27-8.13 Contract requirement

(a) Any business corporation or LLC that offers or renders landscape architectural services but does not have an officer or employee licensed as a landscape architect in this State who is in responsible charge shall have a written contract with a New Jersey licensed landscape architect, prior to the offering or rendering of any such service, and shall have obtained a certificate of authorization pursuant to N.J.S.A. 45:3A-16 and N.J.A.C. 13:27-8.11. Such written contract shall clearly indicate the licensee to be in responsible charge of the landscape architectural services.

(b) A licensed landscape architect rendering landscape architectural services for a business corporation or LLC that is required to obtain a certificate of authorization pursuant to N.J.S.A. 45:3A-16 and N.J.A.C. 13:27-8.11 shall not perform such services unless he or she is an officer or an employee of the corporation or LLC or has a written contract with the corporation or LLC prior to rendering professional services and is listed as being in responsible charge on the corporation's or LLC's certificate of authorization.

(c) A licensed landscape architect rendering landscape architectural services who is listed on a corporation's or LLC's certificate of authorization as being in responsible charge of the landscape architecture work, shall notify the Board in writing within 30 days of any change of status regarding the individual(s) in responsible charge of the corporation or LLC. It shall be the duty of the corporation or LLC and the licensed landscape architect(s) listed as being in responsible charge on the certificate of authorization to provide such notification.

(d) Any corporation or LLC that offers or renders landscape architecture services without a Certificate of Authorization or with a lapsed Certificate of Authorization shall be