

**MINNESOTA DEPARTMENT OF TRANSPORTATION
STATE AID FOR LOCAL TRANSPORTATION GROUP**

**Technical Memorandum No. 01-SA-01
March 12, 2001**

TO: County Engineers
City Engineers
Consulting Engineers

FROM: Julie Skallman
State Aid Engineer

SUBJECT: Professional Engineer's Signatures

The purpose of this State Aid Technical Memorandum is to notify engineers that the signature language required by Rule 1800.4200 shall be used for State Aid and local Federal Aid projects.

"Attachment A" is the relevant Board of AELSLAGID Rule language for your review. Note that while the rules language includes "Reg. No." in the example signature block, the Board intends to revise this to "Lic. No.". As indicated in the Board's January edition of their newsletter, the Communicator, it is the Board's intention that we consistently use the word "licensed" instead of "registered" in all engineering documents when referring to the authority of licensure. The Board's newsletter can be found at <http://www.state.mn.us/ebranch/aelslagid/>.

Signatures must be incorporated on the title sheet of State Aid plans as shown on "Attachment B" as appropriate. The difference is that the Engineer will sign and print or type her/his name, and that the word "licensed" is used in lieu of "certified".

This technical memorandum is in effect until January 1, 2005 unless superceded or incorporated into the State Aid Manual. If you have any questions concerning this matter, please contact Paul Stine at (651) 296-9973.

"Attachment A"
Relevant **AELSLAGID** Rule Language
Chapter **1800**

1800.4200 CERTIFICATION AND SIGNATURE ON PLANS.

Subpart 1. Requirement. The certification and signature on plans, specifications, plats, reports, etc., is mandatory, as provided by Minnesota Statutes, section 326.12, subdivision 3. A person in direct supervision of work as referred to in the foregoing subdivision is construed to mean the person whose professional skill and judgment are embodied in the document signed, and who assumes responsibility for the accuracy and adequacy thereof.

Subp. 2. Stamp. The board has designed a stamp which combines certification and a space for signature. The size of the stamp together with the size of letters and spacing of lines may be varied to suit individual requirements. The stamp may be imprinted directly on the tracing and signature affixed thereto thus eliminating the necessity of duplicate signatures on prints.

Subp. 3. Title sheets or first sheets. The certification by each of the professions responsible for the preparation of bound specifications, reports, or other documents shall be shown on the title sheet or first sheets. The certification by each of the professions responsible for the preparation of plans or plats shall be shown on each sheet of the set of plans, or each plat.

A. The board licenses applicants as an architect, a professional engineer, a land surveyor, landscape architect, professional geologist, or professional soil scientist.

B. The official roster designates the branch of engineering in which the registered engineer was examined. An applicant for registration as a professional engineer is examined in the branch of engineering which the applicant selects and in which the applicant is deemed qualified as an applicant by the board.

C. A professional engineer may engage in practice in any branch of engineering; provided, however, that a professional engineer who certifies and signs plans, specifications, or other documents may be required to establish, to the satisfaction of the board, that the work was performed according to recognized and acceptable engineering standards and practice.

Subp. 4. Language. The following wording shall be incorporated in the certification:

(Note: non-engineer signature blocks removed)

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

Signature: _____ Typed or Printed Name: _____

Date _____ Reg. No. _____

Subp. 5. Permanence of document certification. When a document has been certified with the signature of the design professional as specified in subparts 1 to 4, that signature becomes a permanent part of that document and cannot be removed at a later date for any reason.

"Attachment B"
APPROVED PLAN SIGNATURE BLOCK

LOCAL AGENCY SIGNATURES:

Signature: _____ Typed or Printed Name: _____
Design Engineer: I hereby certify that this plan was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Date: _____ License number _____

Signature: _____ Typed or Printed Name: _____
Signal Design Engineer: I hereby certify that these signal plans were prepared by me or under my direct supervision, that this plan conforms to the current MMUTCD (except where a variance has been granted), and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Date: _____ License number _____

Signature: _____ Typed or Printed Name: _____
Master Electrician: I hereby certify that the electrical portion of these signal plans and lighting plans, sheets ___ through ___, were prepared by me or in consultation with me. I have reviewed these plans and I am a duly Licensed Master Electrician under the laws of the State of Minnesota.
Date: _____ M.E. license number _____

Approved: County/City Engineer Date: _____

IF THIS INVOLVED:

Recommended for Approval: Metro-Division Date: _____

Recommended for Approval: State Bridge Engineer Date: _____

Recommended for Approval: State Traffic Engineer Date: _____

Recommended for Approval: State Pre-Letting Engineer Date: _____

Recommended for Approval: Director, Office of Land Management Date: _____

Approved: State Design Engineer Date: _____

STATE AID APPROVALS:

District State Aid Engineer: Reviewed for Compliance with State-Aid Rules/Policy Date: _____

State Aid Engineer: Approved for State Aid Funding Date: _____