

# Required Signatures

# 00.01.05

## Description:

The purpose of the section is to highlight the current departmental signature authorization requirements for all project documents completed and issued by the Department of Planning and Construction.

## Related Standards:

- COMAR:
  - 9.21.01.05 (Architecture)
  - 9.23.03.09 (Engineers)
  - 9.13.01.04 (Land Surveyors)
  - 928.02.03 (Landscape Architects)
  - 918.02.06 (Interior Designers)
- [Maryland Joint Design Boards - Division of Occupational and Professional Licensing](#)
- Maryland DGS Procedures Manual for Professional Services

## Effective Date:

January 1, 2020

## Requirements:

Listed below (in specific order) are required signatures the block of which should be located (in size shown) on each cover sheet(s) of each volume construction documents.

*Note: For projects by the UMD Residence Housing department or a project authorized by any client institution/facility other than the College Park Campus, a signature approval is required from a director level or above or an approved designated POA.*

### **Project Approvals:**

#### **Reviewed and Approved:**

\_\_\_\_\_  
(date)

<Insert Name of Client/User Representative>

<Insert Title of Client/User Representative>

<Name of Client Institution>

#### **Reviewed and Approved:**

\_\_\_\_\_  
(date)

**Keith Lippincott**

**Chief Fire Protection Engineer, Fire Marshal's Office**

**University of Maryland**

#### **Reviewed and Approved:**

\_\_\_\_\_  
(date)

**William E. Olen**

**Executive Director**

**Planning & Construction**

**Facilities Management**

**University of Maryland**