

# Professional Stamps



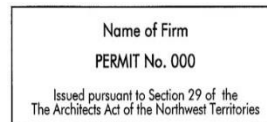
The NWTA A issues stamps to all authorized practitioners - architects, restricted practitioners, licensees, and permit holders. They remain the property of the NWTA A and must be returned when the holder ceases to be an authorized practitioner. A sample of each type of stamp is shown below.



**ARCHITECT'S  
STAMP**



**RESTRICTED  
PRACTITIONER'S STAMP**



**FIRM PERMIT  
STAMP**

VISITING PROJECT ARCHITECT	
Name of Person	
Licence No.: L000	Project Name
Issued: Date	Project Address
Collaborating Architect (Name of Person or Permit Holder) Northwest Territories Association of Architects Issued pursuant to Section 28 of the The Architects Act of the Northwest Territories	

**LICENSEE'S  
STAMP**

## SIGNIFICANCE OF A STAMP

The application of a stamp indicates that an authorized practitioner is satisfied that the work has been completed to an acceptable standard. Architects, Restricted Practitioners, and Licensees (or Visiting Project Architects) can only stamp documents that they have prepared themselves or that have been prepared under their direct supervision.

The application of a stamp by a Permit Holder indicates that the documents have been prepared by the firm to whom the permit has been issued, and that the signatory of the firm assumes responsibility for the practice and professional conduct of the firm as per section 29 of the Act.

## NATIONAL GOVERNANCE ON THE USE OF STAMPS

Each provincial and territorial association is responsible for determining how stamps are used, in accordance with provincial/territorial legislation and related regulations and bylaws. There are significant differences between jurisdictions on the use of stamps. For an overview, refer to the *Canadian Handbook of Practice for Architects*.

## DOCUMENTS REQUIRING A STAMP IN THE NWT

All designs requiring the services of an authorized practitioner must be stamped at the appropriate stages.

- Designs must be stamped when they are issued for permit application, such as a development permit or building permit, or for construction. Construction documents requiring the application of a stamp include both drawings and specifications.
- Documents issued at stages other than construction and permit application can be stamped at the practitioner's discretion, but their intended use must be indicated, and they must be clearly marked 'not for construction'.
- Other types of documents, such as reports, can be stamped at the practitioners' discretion.

As-built drawings are **not** to be stamped, since the authorized practitioner cannot ensure that they accurately reflect all as-built conditions.

**Practitioners are not to stamp documents that they have not prepared, or that have not been prepared under their direct supervision.**

## APPLYING A PHYSICAL STAMP

Authorized practitioners must use the stamp issued to them by the NWTAA. A clear imprint of the stamp must be applied to required documents with the signature of the authorized practitioner written across the face of the stamp and the date that the signature was applied.

The stamp of a Licensee (Visiting Project Architect) must be accompanied by the stamp of the Architect or Permit Holder with whom the Licensee is collaborating. Both stamps must be signed and dated.

The Firm Permit stamp must also be applied to the required documents and signed and dated by the professional representative of the firm.

Stamped documents issued for permit application must be clearly marked as such, also indicating that they are not to be used for construction.

Each drawing sheet prepared by or under the direct supervision of an authorized practitioner must be stamped, signed and dated.

For specifications, authorized practitioners are to prepare an index page indicating the specification sections that they have prepared, or that have been prepared under their direct supervision, and stamp this page.

## DIGITAL SIGNATURES

As of November 16, 2020, authorized practitioners have the option to apply either (1) a physical stamp to seal paper documents or (2) a Digital Signature to sign and seal a document electronically. The Digital Signature replaces the “stamp, sign and scan” method of stamping electronic documents, recognizing national evolutions in the practice of architecture and the security of digital documents.

NWTAA has partnered with Solutions Notarius Inc. (“Notarius”) to issue Digital Signatures to its authorized practitioners. A *Digital Signature* or *Digital Signing Certificate* is cryptographically protected information in which the veracity of the certificate details is certified by a Certificate Authority (ie, Notarius). Digital Signatures issued by NWTAA (ie, a *NWTAA Digital Signature*) include additional information regarding the professional affiliation of the authorized practitioner which is cryptographically asserted and controlled by NWTAA.

An *Electronic Impression, Electronic Seal, or Image of a Stamp* is the visual reproduction of a physical stamp resulting from scanning an imprint of the stamp. This may also contain the visual image of the hand-written signature of an authorized practitioner, the date and the time.

## APPLYING A DIGITAL SIGNATURE

A NWTAA Digital Signature is used in the same way as a physical stamp, as described in this document.

An authorized practitioner choosing to create an electronic original or complete a digital submission must apply for a NWTAA Digital Signature with the electronic impression of their stamp on documents. The application of an electronic impression of a stamp alone cannot be used in replacement of a NWTAA Digital Signature.

Authorized practitioners are responsible for exercising the same responsible control over the use of both the NWTAA Digital Signature and the physical stamp. As such, a NWTAA Digital Signature password, which enables use of the Digital Signature, shall not be disclosed to anyone.

## CREATING AN ELECTRONIC IMPRESSION OF A STAMP

Authorized practitioners can affix their stamp to a clean sheet of paper sign across the face of the imprint along with the date. The signed and dated imprint of the stamp should then be scanned. Use an imprint of the stamp issued by the NWTAA. Do not attempt to reproduce the stamp by re-drawing it.

On returning the physical stamp to the Registrar or when the NWTAA Digital Signature is revoked by the NWTAA, all copies of the electronic impression of stamp that have not been affixed to documents must be deleted/destroyed and the Registrar must be advised of this in writing.

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The Northwest Territories Association of Architects' Council issues Practice Bulletins to be used as general interpretations, clarifications and/or elaborations of the requirements set in the Architects Act and NWTAA Bylaws. NWTAA does not provide legal, accounting or insurance advice and is not responsible for any errors or omissions with respect to such matters that may be contained herein. Readers are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards. Inquiries regarding the contents of this Practice Bulletin can be directed to the NWTAA office by email at [ed@nwtaa.ca](mailto:ed@nwtaa.ca). Further information relating to the registry of NWTAA members, the Architects Act and the NWTAA Bylaws can be accessed online at [www.nwtaa.ca](http://www.nwtaa.ca).