



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION

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BOARD OF ARCHITECTS

The Delaware Board of Architects has prescribed the form required by 24 *Del. C.* §303(c)(2) to be filed with the Board and the building official (the person appointed by the municipality or state subdivision having jurisdiction over the project) within 30 days of the start of construction, by any registered architect who seals technical submissions (designs, drawings, specifications, studies or other technical reports) submitted to obtain a building permit if the architect has not been employed to provide "construction contract administrative services" for the project. "Construction contract administration services" shall comprise at least the following services:

1. Visiting the construction site on a regular basis as is necessary to determine that the work is proceeding generally in accordance with the technical submissions submitted to the building official at the time the building permit was issued;
2. Processing shop drawings, samples, and other submittals required of the contractor by the terms of construction contract documents; and
3. Notifying an owner and the building official of any code violations, changes which affect code compliance, the use of any materials, assemblies, components or equipment prohibited by a code, major or substantial changes between such technical submissions and the work in progress, or any deviation from the technical submissions which he or she identifies as constituting a hazard to the public, which he or she observes in the course of performing his or her duties.

Any architect who fails to file notice on the form prescribed by the Board shall be subject to discipline under Chapter 3 of Title 24 of the Delaware Code. The form is available on the website for the Board of Architects at <http://dpr.delaware.gov/boards/architects/forms.shtml>.