



PAT McCRORY  
*Governor*

NICHOLAS J. TENNYSON  
*Secretary*

MEMORANDUM TO: Project Engineers  
Project Design Engineers

FROM: T. K. Koch, P.E.  
State Structures Engineer

DATE: December 10, 2015

SUBJECT: Plan Sheet Note Required by NCBELS

To be in compliance with North Carolina Board of Engineers and Land Surveyors (NCBELS) rule 21 NCAC 56.1103 (c), plan sheets to be sealed and signed by a Professional Engineer will require a note stating “Document Not Considered Final Unless All Signatures Completed”. This note is permanent and should not be removed, even after the P.E. seal and signature is applied. See the policy memo provided in the following link for additional information:

<https://connect.ncdot.gov/municipalities/Utilities/UtilitiesDocuments/NCBELS%20Business%20Changes%20Req'd%20Memo.pdf>

The following cells within the Structures Management standard cell library titled “Structures\_English.cel” have been created or revised to accommodate the plan note requirement:

- Created Cell titled “SN” for the signature note itself.
- Revised Cell titled “PS” for the Design base plan sheet to include the note in the reserved seal area.
- Revised Cell titled “RPS” for the Rehab base plan sheet to include the note in the reserved seal area.

The plan sheets for the Cored Slab Standard Design Plans and Box Beam Standard Design Plans have been revised. The plan sheets for the remaining Standard Drawings and Culvert Standards are being revised. During the revision period, place the “SN” cell on these Standard plan sheets in a manner similar to the revised Design/Rehab base plan sheets and Cored Slab/Box Beam Standard Design Plans.

This policy is effective immediately.

TKK/TMG/kaw

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