1. **Policy Statement**

   All construction documents utilized for the capital and non-capital construction or renovations must bear the signature of the University Architect.

   Only construction documents bearing the signature of the University Architect are considered official and therefore in compliance with university design standards and adhere to applicable New Jersey Uniform Construction Code regulatory requirements.

   All regulations and procedures are subject to amendment.
Construction documents for new or altered space on university property are not permissible without the signature of the University Architect.

2. **Reason for Policy**
   To ensure that all construction documents have an official University Architect approval which ensures verification that all designs have met university standards.

3. **Who Should Read This Policy**
   Chancellors, Vice Presidents, Deans, Directors and Department Heads.

4. **Related Documents Resources**
   For additional information, please visit the following web sites:
     [http://facilities.rutgers.edu/design-construction/standards-plans](http://facilities.rutgers.edu/design-construction/standards-plans)

5. **Contacts Definitions**
   University Architect N/A

6. **The Policy**
   20.1.18 CONSTRUCTION DOCUMENT SIGNATORY
   The official signatory for all university construction documents is the University Architect. This office is a unit of University Facilities & Capital Planning the Department of Planning, Development, and Design, a department of Institutional Planning and Operations.