

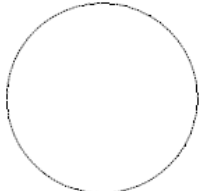
 MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION Office of Structures <i>Guidelines and Procedures</i> <i>Memorandum</i>	PLANS
	Number: OOS-GPM-P-103 (Former P-83-23(G))
	Date: 08-05-2026
Consultant Firm's Name on Contract Documents	Approval: 

OVERVIEW

Contract Plans developed by consultants are required to certify the work that has been performed by them on the title sheet and place their name and address on each sheet prepared by them.

TITLE SHEET

The Consultant shall place the Seal and written signature of a Professional Engineer on the Title Sheet for each Contract with notes specifying the plan sheets for the certification, as shown below. This will be required for all types of structures (boxes, retaining walls, bridges, etc.). If there is more than one consultant or a consultant who works on different parts of a project, a separate seal is required for each indicating the overall responsibility.

CONSULTANT LOGO HERE	
SHEET NOS. AND OTHER CLARIFICATIONS	
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND. MD LICENSE NO. _____ EXPIRATION DATE: _____	

OTHER PLAN SHEETS

The Consultant shall place their firm's name and address in a block (approximately 4" by 2") in the lower left corner on all other plans sheets prepared for the Contract Documents.