

**MISSISSIPPI STATE BOARD OF ARCHITECTURE
RULE ADDITION**

(to become effective October 25, 2007)

3.02.15 In regard to construction administration, if, under Mississippi law, an architect must prepare, or supervise and control the preparation of, the architectural plans and specifications for a new building or the alteration of or an addition to an existing building, then construction administration for the project shall be conducted by an architect or by a person working under the responsible control of an architect.

For purposes of this rule, “construction administration” means the administration of the portion of the construction contract described and documented in the architectural plans and specifications, including, but not necessarily limited to, the following services:

- a. Visiting the construction site at intervals appropriate to the contractor’s operations to determine that the work is proceeding generally in accordance with the technical submissions submitted to the owner and/or the building official at the time the building permit was issued; and
- b. Processing shop drawings, samples, and other submittals required of the contractor by the terms of construction contract documents; and
- c. Notifying an owner and any 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 the architect identifies as constituting a hazard to the public, which the architect observes in the course of performing the architect’s duties.

Any person who performs the service of construction administration as defined in section (1) is practicing architecture.

On a project where the architect of record has not been engaged, or is no longer engaged, to perform construction administration services, as defined in section (1) above, the architect of record shall report in writing that the architect has not been engaged or is no longer engaged to perform construction administration services, to the following parties:

- a. the building official; and
- b. the owner; and
- c. the client.