



Community Development Department
Building & Safety Division

Policy No.: BDP 30
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Revised Date: August 28, 2013
Initiated By: Dale B. Tobias, Senior Plans Examiner
Approved By: Gregory A. Shreeve, Sr., Chief Building Official
Subject: Architects and Engineers Electronic Stamp and Signature

This policy relates to the acceptance or approval of building plans and related documents for a building permit. Due to the rising number of drawings and truss calculations presented to the division with electronic stamps and signatures, the City has reviewed the current laws on professional stamps. The Architects Board and the Engineers and Land Surveyors Board require all plans and the covers of calculations to be stamped and signed by the designer. The boards allow electronic stamps and leave the signature up to the Building Official.

The City of Dublin's Building & Safety Division will allow the use of electronic stamps and signatures on plans and calculations provided the cover document is "wet" counter signed. This policy refers solely to the Building & Safety Division plans and documents. See the Public Works Department for civil and other plan signature requirements.

Supporting Documents

- 2000 Building Officials Information Guide by the California Architects Board. Page 48, Question 7: *Are reproduced signatures on documents acceptable?*
Answer: The CAB believes that the Building Official may accept documents with reproduced signatures. If Building Officials accept these documents, then it is recommended that building officials obtain the signed statement required in B&P Code section 5536.2 and attach this statement to the documents as a permanent record.
- California Architects Board web site, (<http://www.cab.ca.gov/stamp>). Question 7: *Can the stamp be generated by the computer onto the documents that require a stamp?*
Answer: Yes. A stamp generated as a drawn image from the computer will be acceptable, provided that all required elements are present in the design. However, verify with local jurisdiction for specific stamp and signature requirements.

§ 5536.1 Signature and Stamp on Plans and Documents; Unauthorized Practice; Misdemeanor

(a) All persons preparing or being in responsible control of plans, specifications, and instruments of service for others shall sign those plans, specifications, and instruments of service and all contracts therefore, and if licensed under this chapter shall affix a stamp, which complies with subdivision (b), to those plans, specifications, and instruments of service, as evidence of the person's responsibility for those documents. Failure of any person to comply with this subdivision is a misdemeanor punishable as provided in Section 5536. This section shall not apply to employees of persons licensed under this chapter while acting within the course of their employment.

(b) For the purposes of this chapter, any stamp used by any architect licensed under this chapter shall be of a design authorized by the board which shall at a minimum bear the licensee's name, his or her license number, the legend "licensed architect" and the legend "State of California," and which shall provide a means of indicating the renewal date of the license.

(c) The preparation of plans, specifications, or instruments of service for any building, except the buildings described in Section 5537, by any person who is not licensed to practice architecture in this state, is a misdemeanor punishable as provided in Section 5536.

(d) The board may adopt regulations necessary for the implementation of this section.

Architects Practice Act

§ 5536.2 Statement of Licensure

Each county or city which requires the issuance of any permit as a condition precedent to the construction, alteration, improvement, or repair of any building or structure shall also require as a condition precedent to the issuance of the permit a signed statement that the person who prepared or was in responsible control of the plans and specifications for the construction, alteration, improvement, or repair of the building or structure is licensed under this chapter to prepare the plans and specifications, or is otherwise licensed in this state to prepare the plans and specifications. The signature and stamp, as provided for in Section 5536.1, on the plans and specifications by the person who prepared or was in responsible control of the plans and specifications shall constitute compliance with this section. It is the responsibility of the agency that issues the permit to determine that the person who signed and stamped the plans and specifications or who submitted the signed statement required by this section is licensed under this chapter or is otherwise licensed in this state to prepare the plans and specifications. This section shall not apply to the issuance of permits where the preparation of plans and specifications for the construction, alteration, improvement, or repair of a building or structure is exempt from this chapter, except that the person preparing the plans and specifications for others shall sign the plans and specifications as provided by Section 5536.1.