



## Community Development Department Building & Safety Division

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Initiated By:	Dale B. Tobias, Sr. Plans Examiner
Approved By:	Gregory A. Shreeve, Sr., Chief Building Official
<b>Subject:</b>	<b>Wet or Electronic (Digital) Signature and Seal (Stamp) on Plans Prepared by Design Professionals</b>

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All construction drawings prepared by design professionals and signed by either the licensed architect or registered engineer shall provide his/her signature, stamp and California registration number on plans, specifications, calculations and other documents in accordance with Business and Professions Code and Title 24, Part 1.

As a policy the City of Dublin will accept electronic stamps and signatures on building plans and related construction documents.

### **A. Wet or Electronic Stamp and Signature Requirements**

CBPC (California Business and Professions Code) Section 6735(a) requires each sheet of plans, prepared by either a California licensed architect or registered engineer, that are permitted or that are to be released for construction, must be signed and sealed or stamped. The date of signing and sealing or stamping must be shown immediately below or next to the signature and seal.

Specifications, calculations, and reports prepared by an architect or engineer are required to be signed and sealed or stamped with the date of signature and sealing or stamping, except that if it contains multiple pages this information shall appear at a minimum on the title sheet, cover sheet, or signature sheet.

In the California State Board for Professional Engineers and Land Surveyors Rules (16 CRR §411), the required seal on the plans shall be capable of leaving a permanent ink representation, an opaque and permanent impression, or an electronically-generated representation on the documents. The signature may be applied to the documents electronically. Preprinting of blank forms with the seal or signature, the use of decals of the seal or signature, or the use of a rubber stamp of the signature is prohibited.

### **B. Construction Document**

In accordance with CBPC Sections 5536.1 and 6735, 6735.3 and 6735.4 the design professional shall provide the following:

1. Plans: Signature, seal or stamp, date of signing and sealing, license number, and expiration date (optional for engineers) shall be shown on each drawing sheet.

- 1.1 Electronic Plans: CBPC Section 5536.2 requires each county or city as a condition prior 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 plans. It places the responsibility of the agency issuing the permit to determine that the person who signed and stamped the plans is licensed.
2. Specifications: Signature, seal or stamp, date of signing and sealing, license number, and expiration date (optional for engineers) shall be shown on the cover sheet or signature sheet as the minimum.

### **C. Initial Submittal Signature Requirements**

The following outlines the initial plan submittal requirements for residential and commercial projects prepared by licensed professionals (Business and Professions Code (B&P), Sections 5536.2, 5535-5538, 5800-5812, 6735, 6735.3 and 6735.4)

Plans prepared by a licensed architect or certified interior designer, the City will accept a signed statement in lieu of the plans being signed. The statement shall indicate a licensed professional has prepared the plans. At time of issuance, plans and documents prepared by the architect or certified interior designer must stamp/signed, as per section A above, before the permit for construction is issued to the applicant.

Plans prepared by a licensed civil engineer - including structural and soils/geotechnical engineer - all mechanical and electrical drawings, calculations and reports, the stamp shall be shown on the plans, but the wet signature is not required. The plans and documents, however, must be submitted with a clear indication showing the status as preliminary, not for construction, for plan check only or for review only. Only plans with a written status such as final, approved or for construction will need to be signed and sealed or stamped, as per section A above, by the engineer of record prior to the issuance of building permits.

(Ref.: B&P Code Section 6735, 6735.3, and 6735.4)