



COMMUNITY DEVELOPMENT DEPARTMENT • BUILDING INSPECTION DIVISION

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Policy on Wet-Signed Signatures vs. Electronic Signatures

In lieu of hard copy wet-signed plans, the architect, engineer and all of professionals accepting responsibility for the plan set are required to provide the following prior to issuance of permit.

1. Separate wet-signed original letter from each discipline that produced documents for the plan set.

or

2. Provide a separate Adobe PDF, with Adobe signature, from each discipline or responsible person that produced documents for the plan set

(i.e.: Civil engineer, Architect, Structural Engineer, Landscape Architect, etcetera...)

The letter should be on letterhead and include the following information:

- Professional license number,
- Professional stamp,
- License expiration date,
- Project Number,
- Project Address,
- Sheet Index of pages they are taking responsibility for, see example below:
 - A.O - General
 - A.1 - Site Plan
 - A.2. - Area Calculations
 - ...and so on