

Date: October 22, 2018

Effective Date: December 1, 2018

To: Valued Customers

From: Kathleen Croteau, Building Official

IMPORTANT NOTICE

Bulletin # 2018-0002

Effective December 1, 2018- All permit documents must comply with the Florida Administrative Codes (F.A.C.) 61G15-23 F.A.C. and 61G1-16 F.A.C.

Subject: Signing and Sealing of Documents- Professional Engineers and Architects

REMINDER-All permit documents that are required to be signed and sealed by a State of Florida design professional must meet the minimum requirements of the Florida Administrative Codes. These codes pertain to the procedures for signing and sealing documents for Florida licensed design professionals (engineers and architects) and are intended to ensure the authenticity of those sealed documents. The following is a summary of the requirements.

Paper format submittals

*Professional Engineers- All paper documents prepared by an Engineer must comply with 61G15-23.001 F.A.C. and contain either an embossed (raised) seal or a wet seal and be hand signed and dated by the licensee. (Scanned, digitally created, or copied images of the licensee's signature are prohibited.) 61G15-23.003 F.A.C.

*Architects- All paper documents prepared by an Architect must comply with 61G1-16.004 F.A.C. and be personally signed, sealed, and dated by the architect, per 61G1-16.003 F.A.C.

Electronic format submittals

* Professional Engineers- All electronic submissions prepared by an Engineer must comply with 61G15-23.001 and be either Digitally Signed and Sealed -or- Electronically Signed and Sealed, in accordance with 61G15-23.004 and 61G15-23.005 F.A.C. respectively.

* Architects- All electronic submissions prepared by an Architect must comply with 61G1-16.004 F.A.C. and be Digitally Signed and Sealed in accordance with 61G1-16.005 F.A.C.

*Both of these procedures use the federal authentication standard of a "Secure Hash Standard" (SHA) authentication code. **All electronic submissions** must be received by Sarasota County with the digital seal intact, to allow for authentication by county staff.

These procedures will apply to all new permit submittals and to plans revisions, as of the effective date.

The purpose of these procedures is to ensure the public's safety and comply with State of Florida State Statutes and Administrative Codes as well as prevent unnecessary review delays as we transition to a new electronic plans submittal process in Sarasota County. Thank you for your assistance.

Please contact building@scgov.net should you have any questions.