
POLICY NUMBER: 26-018**SIGNATURE AND STAMPS ON PLANS & DOCUMENTS****PURPOSE:**

This policy clarifies the requirements for signatures and professional stamps on plans, specifications, and other instruments of service submitted for building permit applications, in accordance with the California Business and Professions Code (BPC) Sections 5536.1 and 5536.2.

POLICY STATEMENT

Business and Professions Code (BPC) Section 5536.1(a) requires that:

“All persons preparing or being responsible in charge of plans, specifications, and instruments of service for others shall sign those plans and specifications. The person responsible in charge shall stamp the plans and specifications in compliance with BPC 5536.2 as evidence of that person’s responsibility for the documents.”

BPC Section 5536.2 further states:

“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.”

REQUIREMENTS**1. Licensed Professionals**

- Plans, specifications, and instruments of service prepared by licensed design professionals (architects, engineers, or land surveyors) shall bear the original signature and professional stamp or seal of the responsible licensee.
- The stamp shall comply with the applicable State Board requirements and include the licensee’s name, license number, and discipline.
- Stamps may be applied in ink or electronically, provided the signature is an original signature.

2. Exempt Projects under BPC Section 5537

- For projects exempt from licensed design professional requirements under BPC 5537, any person preparing plans for the purpose of obtaining a permit shall:

- Print his or her name on each sheet prepared, and
- Provide an original handwritten signature or electronic on those sheets.
- This requirement applies to homeowners, drafters, designers, and licensed contractors preparing their own plans.

3. Authentication of Documents

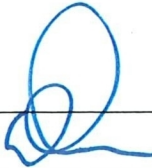
- The handwritten signature or electronic signature serves as authentication that the preparer assumes responsibility for the accuracy and content of the submitted plans and documents.
- Photocopied signatures will not be accepted as a substitute for the required original handwritten signature.
- Digital or electronic signature must comply with CA BPC § 7067.6 and CA Civil Code § 1633.

4. Verification by the City

- The Building Division shall verify that the individual signing and stamping the plans holds a valid and current license or registration issued by the State of California, when applicable.
- Plans submitted without appropriate signatures or stamps will not be accepted for plan check review.

REFERENCES

- California Business and Professions Code, Sections 5536.1, 5536.2, and 5537
- California Building Standards Code (Title 24)
- City of Garden Grove Municipal Code

Approved: David Dent <i>Deputy Director/Chief Building Official</i>	Signature: 
	Date: 3/4/22