

**Ken Lawson**, Secretary

**Rick Scott**, Governor

February 26, 2014

Division of Professions  
Building Code Administrators and Inspectors Board  
1940 N. Monroe Street  
Tallahassee, FL 32399

Attention: Bob McCormick, Chair  
Robyn Barineau, Executive Director

Re: Changes affecting procedures for the use of an architect and interior designer's signature and seal.

Dear Mr. McCormick / Ms. Barineau:

The Florida Board of Architecture and Interior Design has recently completed rule changes which affect the use of the professional seal of an architect or interior designer as well as the application of their signature to documents presented for official submissions. The rules, now in effect, expand traditional methods to allow for various forms of digital or electronic methods as well as permanent ink representation seal impressions.

During its last meeting on January 17 & 18<sup>th</sup>, 2014, the Board discussed various reports from licensees which seem to indicate that these recent changes may not yet be fully known or recognized by Building Officials and Plan Reviewers around the state. As the state agency charged with the regulation of Building Officials and Plan Reviewers, our board has directed me to prepare and forward this letter to you, to inform you of these changes, what they mean to our licensees and to ask for your assistance in disseminating the information to your licensees.

Building Officials and agencies should be aware of the following changes and of the various new options available to architects and interior designers:

1. Architects and Interior Designers may now use graphic representations of their professional seals which include application by rubber stamp, electronic image, or the inclusion of a seal printed directly onto drawings or other official documents. Rules 61G-16.001, FAC, and 61G-16.002, FAC, have been revised, effective November 11, 2013 to remove the requirement that seals be embossed or provide a raised impression.
2. It is no longer required that an architect or interior designer create, print and manually sign and seal a report to accompany the electronically signed and sealed document(s). The encrypted digital signature and seal is now sufficient for official submissions. Rule 61G1-16.005, FAC, which determines the procedures for signing and sealing electronically transmitted plans has been revised, effective November 11, 2013 removing this requirement.

Your assistance in this matter is greatly appreciated. If you have any questions, desire more information, or simply wish to engage in further conversation, please contact Juanita Chastain, Board Executive Director at (850) 717.1982. Thank you.

Sincerely and for the Board,



Miguel A. (Mike) Rodriguez, FAIA  
Chair, State of Florida Board of Architecture and Interior Design

Cc: Linda Patrick, President  
Gary Brevoort, Acting Executive Director  
Building Officials Association of Florida