

## Signature and Sealing Requirements

Plans, specifications, and reports prepared by or under the direct supervision of a registered architect or professional engineer as required by applicable rules must be signed and seal in accordance with the requirements of the board governing the profession. These rules provide options for signing and sealing paper copies of the documents or the application of electronic signatures to digitally produced documents. The use of electronic signatures is the preferred method, but it is permissible to submit unsigned electronic documents accompanied by an identical set of signed and sealed paper documents to meet the requirements.

**Please note that submitting signed and sealed hard copies in lieu of electronically signed and sealed digital copies will result in delays in the review process, documents handling, and additional costs due to the verification process.**

Where permitted by rules governing the electronic signing and sealing of documents, a single electronic signature may be used to seal all documents contained in a file that was produced under the direct supervision of the licensee. Where this method is used, individual drawing files must also be provided. These individual drawing files do not require electronic signatures but must match the content of the corresponding drawing sheet in the signed and sealed set.

Please review the following Rules prior to submitting to ensure that the documents meet the current requirements.

### Architects:

[61G1-16 : SEALS AND PLANS - Florida Administrative Rules, Law, Code, Register - FAC, FAR, eRulemaking \(flrules.org\)](#)

### Engineers:

[61G15-23 : SEALS - Florida Administrative Rules, Law, Code, Register - FAC, FAR, eRulemaking \(flrules.org\)](#)

If design professionals are unable to electronically sign and seal documents, unsigned digital copies must be submitted with signed and sealed paper copies mailed to the Tallahassee office at 2727 Mahan Dr., MS 24, Tallahassee, FL 32308. **Do not submit both electronically signed/sealed documents and paper copies.**