



OFFICE OF THE STATE FIRE MARSHAL FIRE AND LIFE SAFETY DIVISION ELECTRONIC SIGNATURE REQUIREMENTS

Minimum requirements for use of electronic signatures on plans and specifications:

Prior to affixing electronic signatures on the plans and specifications, each licensed Architect or Engineer (Design Professional) must provide an electronic signature authorization release letter containing an original signature.

The following information must be provided:

- Applicable address
- Project Designation/Name and all applicable Project Identification Numbers (including phase or phases)
- Description of Work
- Name of Licensed Personnel
- State of Registration
- Registration Number
- Expiration Date
- Sheet Numbers (or applicable design section(s), (i.e. all structural project sheets and specifications, etc.) for which electronic signature is authorized
- Original signature of Licensed Personnel and Date of Signature