



**MIAMI-DADE COUNTY, FLORIDA  
HERBERT S. SAFFIR PERMITTING AND INSPECTION CENTER**


**Department of Regulatory and Economic Resources  
Board and Code Administration Division**

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## **ADVISORY MEMO**

**TO: ALL BUILDING OFFICIALS IN MIAMI-DADE COUNTY**

**FROM: Jaime D. Gascon, P.E.**   
**Board and Code Administration Division**

**DATE: February 17, 2023**

**SUBJECT: Digital Signing and Sealing Plan Submission Recommendations**

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At their regularly scheduled meeting of February 16, 2023, the Board of Rules and Appeals (BORA) affirmed a series of recommendations evaluated by BORA's Building Sub-Committee on January 12, 2023, regarding the use of digitally signed and sealed plan submissions.

BORA's Building sub-committee meeting was attended by several Building Officials and other interested parties. Many aspects of this topic were discussed, where the following are the six recommendations approved by BORA.

### **Category I: DIGITAL PERMITTING PROCEDURAL RECOMMENDATION OPTIONS**

1. All digitally sealed and signed documents that are prepared, sealed, and signed in accordance with the Laws and Rules of the State of Florida regulating the practices of engineering, architecture, and interior design must be acceptable to the Authority Having Jurisdiction.
2. Drawing sheets must be signed individually; revised sheets shall be submitted individually. Specification, report, calculation, and similar documents' pages must be concatenated and signed once on the first sheet; if the concatenated document is revised, the revisions must be noted, and the entire report must be concatenated again and signed and sealed once on the first sheet.
3. Files must be named in a descriptive manner, including sheet name, sheet number and content description, e.g., "225493\_P-1\_PlumbingFlrPlan.pdf", not scan2039&nf#ioqph.pdf." Revised sheets must be submitted with unchanged file names.

4. Documents required to be sealed and signed by more than one individual must be submitted on paper and must be accepted on paper.

Category II: PRIVATE PROVIDER DIGITAL PLAN REVIEW RECOMMENDATIONS OPTIONS

5. Private Providers approving code compliance must mark documents in a way that does not void the digital signature of the design professional. In addition, the Private Provider shall provide a separate document for code compliance clearly referencing the document(s) being approved.

Category III: DESIGN COMMUNITY DIGITAL SUBMISSION RECOMMENDATIONS OPTIONS

6. Introduce a “chat” portal that allows collaboration and sharing of information between plans examiners and customers (not limited to design professionals). Make that chat portal part of the public record along with plans, calculations, and applications.

If you have any questions on this matter, please contact Lundy Clarke, P.E at 786-315-2057 (Office) or 305-299-6775 (Mobile) or via email at [clarkej@miamidade.gov](mailto:clarkej@miamidade.gov).