



# City of El Segundo

## Building Safety Division

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### **EL SEGUNDO POLICY 5**

**SUBJECT:** Building plans required to be prepared, wet signed and stamped by a California Professional Engineer or California Registered Architect

#### **What requires a stamp and wet signature of a California Professional Engineer or California Registered Architect?**

All plans submitted for permit are required to be signed by either a California Professional Engineer or California Registered Architect, except as follows:

#### **1. Plans for New Buildings and Additions to Existing Buildings:**

Section 2308, and Section 1805.4.2 of the 2007 California Building Code and Sections 5537 and 6737.1 of the California Business and Professions Code provide the following exceptions for building plans that have been designed in accordance with the Building Code requirements for conventional light frame construction and tables of limitation for wood members.

An unlicensed person may prepare plans, drawings, or specifications for the following:

- 1) Single Family Dwellings not more than 2-stories in height.
- 2) Multiple Dwellings containing no more than 4-units and not more than 2-stories in height. However, this paragraph shall not be construed as allowing an unlicensed person to design multiple clusters of up to four dwelling units each to form apartment or condominium complexes where the total exceeds four units on any lawfully divided lot.
- 3) Garages or other structures appurtenant to buildings described under items 1 and 2 above.
- 4) Architectural plans only, for structures in items 1,2, and 3 above that have basements.

However, if any portion of any structure exempted by these sections, deviates from the requirements for conventional light frame wood construction or the tables for wood members found in Chapter 23 of the 2007 California Building Code, then plans for that portion shall be prepared by a California Professional Engineer or California Registered Architect, with their stamp and wet signature, on the plans.

## **2. Plans for Alterations, Rehabilitation and Repair of Existing Buildings:**

Sections 5538 and 6745 of the California Business and Professions Code do not prohibit any person from furnishing plans for any of the following:

- 1) Nonstructural storefronts
- 2) Interior alterations that do not affect the exiting requirements or is not required to be of fire resistive construction.
- 3) Fixtures
- 4) Cabinet work
- 5) Furniture
- 6) Any non-structural work necessary to provide for the installation of items 1 to 5 above.

### **What Documents Require A Wet Stamp And Signature?**

Per section 6735(a) of the California Business and Professions Code, each sheet of plans prepared by a licensed engineer or architect, that are permitted to be released for construction are required to be signed, and sealed or stamped with the license expiration date and the date of signing and sealing or stamping.

Specifications, calculations, and reports prepared by an engineer or architect are required to be signed, and sealed or stamped including the date of signing and sealing or stamping, and expiration date of the license except that if they have multiple pages, this information shall appear at a minimum on the title sheet, cover sheet, or signature sheet.

Per section 5536.1 of the California Business and Professions Code, all persons other than a California Professional Engineer or California registered Architect preparing or being in responsible control of plans, specifications, and instruments of service for others shall sign those plans, specifications, or instruments.

Randy Kina  
Senior Plan Check Engineer  
El Segundo Bldg. and Safety

“Each county or city which requires the issuance of any permit as a condition precedent to the construction, alteration, improvement, or repair of any building or structure shall also require as a condition precedent to the issuance of the permit a signed statement that the person who prepared or was in responsible control of the plans and specifications for the construction, alteration, improvement, or repair of the building or structure is licensed under this chapter to prepare the plans and specifications, or is otherwise licensed in this state to prepare the plans and specifications.”

Accordingly, all plans, specifications, and other instruments of service prepared for non-exempt project types which are to be used

- a) for review and approval submissions that will result in construction authorization or issuance of a building permit; or
- b) for review and approval before any person, body or agency having legal authority for project approval during any phase of planning, design or construction of the building or structures

must be prepared by or under the responsible control of, and they must be stamped and signed by, the properly licensed/registered design professional.

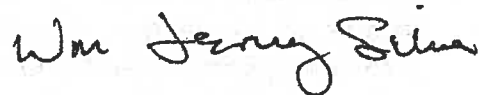
Responsible control of a project design must be exercised throughout all stages of project development from the very beginning to end of project closeout. Since planning department approvals are the earliest of many required conditions to be met prior to the issuance of a building permit and since contemporary planning department approval processes require project design development to go beyond conceptual planning stages, the CAB and BPELSG are asking for your department's cooperation in requiring responsible control of design at these earliest project stages by ensuring that BPC 5536.1, 5536.2, and 6735(a) are applied and adhered to in your review and approval processes. We would be pleased to serve as a resource to assist in your efforts in this regard.

The CAB and BPELSG appreciate your attention to this important issue. If you have any questions, please contact the CAB's Enforcement Officer, Hattie Johnson, at [Hattie.Johnson@dca.ca.gov](mailto:Hattie.Johnson@dca.ca.gov) or (916) 575-7203 or BPELSG's Enforcement Analyst, Larry Kereszt, at [Larry.Kereszt@dca.ca.gov](mailto:Larry.Kereszt@dca.ca.gov) or (916) 263-2240.

Sincerely,



MARILYN LYON  
President  
California Architects Board



WILLIAM "JERRY" SILVA  
President  
Board for Professional Engineers,  
Land Surveyors, and Geologists

Attachment