



DEPARTMENT OF PUBLIC WORKS  
Building Inspection Division

**MEMORANDUM**

February 23, 2004

BULLETIN G7-98 Revised 2/23/04

**TO: All Engineers, Architects, and Licensed Contractors**

**FROM: Thomas H. Goldsbury, P.E., Chief  
Building Inspection Division**

**RE: Requirements for Signing, Sealing and Submittal of Construction Documents**

The following information is provided regarding the legal requirements for plans and specifications to be prepared by a Florida registered Architect, Interior Designer, Engineer, or appropriate licensed trade's contractor.

The purpose of these legal requirements is to protect the health and safety of the public for which buildings are generally used and occupied.

**ARCHITECTURE**

Chapter 481, Part I, Florida Statutes and Rules 61G1 Board of Architecture and Interior Design, regulate the practice of Architecture in the State of Florida. The registered Architect of record shall use an impression-type metal seal. All final construction documents and instruments of service which include drawings, plans, specifications, or reports prepared or issued by the registered Architect, and being filed for public record, shall bear the ***original*** signature and seal of the registered Architect of record and the date on which they were sealed.

The ***original*** signature, date and seal shall be evidence of the authenticity of that to which they are affixed. The signing and sealing of the index sheet of specifications shall be considered adequate. All sheets of the drawings shall be signed and sealed.



The following are exceptions and exemptions from licensure.

An Architect is not required for:

- (a) Any farm building for the use of any farmer regardless of cost.
- (b) Any one-family or two-family residence building, townhouse, or domestic outbuilding appurtenant to any one-family or two-family residence, regardless of cost, or
- (c) Any other type of building costing less than \$25,000, except a school, auditorium, or other buildings intended for public use, provided that the services of a registered Architect shall not be required for minor school projects pursuant to Florida Statutes 235.211. (Note: A city building permit is not required for Duval County Public School system facilities).

No registered engineer, whose principal practice is civil or structural engineering, is precluded from performing architectural services which are purely incidental to his engineering practice; nor is any registered architect precluded from performing engineering services which are purely incidental to his architectural practice.

### **INTERIOR DESIGNER**

Chapter 481, Part I, Florida Statutes and Rules 61G1 Board of Architecture and Interior Design regulate the practice of Interior Design in the State of Florida. A registered Interior Designer is authorized to perform "Interior Design" defined as: design services, including consultations, studies, drawings, specifications, and the administration of non structural interior design construction contracts in connection with reflected ceiling plans, space utilization, furnishing, or the fabrication of non-structural elements within and surrounding interior space of buildings, but specifically excluding design of architectural and engineering interior construction relating to the building systems, which include structural, plumbing, heating, ventilation, air conditioning and mechanical and electrical systems, except for specification of fixtures and their location within interior space.

Interior design documents prepared by a registered Interior Designer shall contain a statement that the document is not an architectural or engineering study, drawing, specification or design and is not to be used for construction of any load-bearing columns, load-bearing framing or walls of structures, or issuance of any building permit, except as otherwise provided by law.

The registered Interior Designer of record shall use an impression-type metal seal, and all drawings, plans, specifications, or reports prepared or issued by the registered Interior Designer and being filed for public record shall bear the *original* signature and seal of the registered Interior Designer of record and the date on which they were sealed. The *original* signature, date and seal shall be evidence of authenticity of that to which they are affixed. The signing and sealing of the index sheet or sheets (if it identifies all parts) of the drawings and specifications shall be considered adequate. If there is no index sheet(s), then all sheets and pages shall be signed and sealed.

The same exceptions and exemptions from licensure that apply to an architect shall apply to an interior designer.

### **ENGINEERS**

Chapter 471, Florida Statutes and Rules 61G15 Board of Engineering regulates the practice of Engineering in the State of Florida. Only a duly registered engineer shall practice engineering in this state. The Engineer of record shall use an impression-type metal seal, and all final drawings, specifications, plans, reports or documents prepared or issued by the Engineer of record and being filed for public record, shall bear the **original signature** and seal of the registered Engineer of record and the date on which they were sealed. The **original signature, date, and seal** shall be evidence of the authenticity of that to which they are affixed. For plans and drawings, each sheet or page must be signed and sealed by the engineer of record for that discipline. For specifications and reports, the cover sheet is considered adequate.

The following are exceptions and exemptions from licensure.

An Engineer is not required for:

- (a) Any person practicing engineering for the improvement of, or otherwise affecting property legally owned by him, unless such practice involves public utility or the public health, safety, or welfare or the safety or health of employees.
- (b) A person acting as a public officer employed by any state, county, municipal or other governmental unit of this state when working on any project the total estimated cost is \$10,000 or less.
- (c) Regular full-time employees of a public utility.
- (d) Any electrical, plumbing, air-conditioning or mechanical contractor whose practice includes the design and fabrication of electrical, plumbing, air-conditioning or mechanical systems respectively, which he installs by virtue of a license issued under Chapter 489, and Part I of Chapter 553 or under any special act or ordinance when working on any construction project which:
  1. Requires an electrical or plumbing or air-conditioning or refrigeration system with a value of \$50,000 or less; and
  - 2.a. Requires an aggregate service capacity of 600 amperes (240 volts) or less on a residential electrical system or 800 amperes (240 volts) or less on a commercial or industrial electrical system;
  - 2.b. Requires a plumbing system with fewer than 250 fixture units; or
  - 2.c. Requires a heating, ventilation, and air-conditioning system not to exceed a 15-ton-per-system capacity, or if the project is designed to accommodate 100 or fewer persons.
  - 2.d. Any general contractor, certified or registered pursuant to Chapter 489 when negotiating or performing services under a design-build contract as long as the engineering services offered or rendered in connection with the contract are offered and rendered by an engineer licensed and registered in accordance with Chapter 471.

## **CONTRACTORS**

**When the previous listed exceptions or exemptions from licensure for a registered engineer are applicable, then the following shall be required by the City of Jacksonville Building Inspection Division for issuing a Building Permit.**

- a. Drawings for each trade requiring a permit shall be submitted with sufficient plans, sections, details, schedules, diagrams, including isometrics of drain, waste, vent, and water piping etc. to adequately depict the extent and intent of the proposed construction and improvements.

- b. The drawings and all associated construction documents shall identify the particular trade for which they represent. Clearly indicate the construction trade contractor's name, address, telephone number and any other pertinent information that will establish responsibility and liability for the work indicated in those trade drawings.
- c. The draftsmanship of the drawings shall be of sufficient quality so as to be legible, complete and accurate.

Minimum requirements for the trade contractors drawings:

a. Plumbing:

1. Plumbing plans drawn to minimum scale 1/8"=1'0", indicating all domestic water lines and size and all sanitary lines and size.
2. Plumbing riser diagrams for sanitary lines, drawn to scale.

b. Electrical:

1. Electrical plans are required for buildings or portions of a building 2,000 square feet or over, or
2. Buildings with over 50 kva demand load or
3. Over 10% increase of existing service load, or
4. Any new electrical service.
5. Electrical drawings, drawn to minimum scale 1/8"=1'-0", Indicating all lighting, power, and communications.

c. Mechanical:

1. Mechanical plans drawn to minimum scale 1/8"=1'0"
2. Specific location and installation details of each fire door, fire damper, ceiling damper and smoke damper shall be indicated and properly identified on the plans.
3. Method of protection of any duct penetration through fire rated construction shall be indicated on the drawings.
4. All HVAC equipment shall be indicated on the drawings.
5. When HVAC equipment is located on a roof, the drawings shall be of sufficient detail to indicate the structural adequacy to carry the loading safely and shall be so attested to by a registered structural engineer or architect by signing and sealing the appropriate drawings.
6. Mechanical drawings will not be required for light HVAC commercial construction which meet all of the following:

- a. System(s) serving spaces less than 25,000 cu.ft. for each occupancy,
- b. All systems are total electric, no flame producing appliances are involved.
- c. No roof top equipment
- d. No individual system exceeds 5 tons
- e. No duct(s) penetrate any fire rated partition, wall, floor or ceiling.

Note: A letter from the permitting agent stating that the above conditions are applicable shall be attached to the Permit Application in order to be exempt from submitting mechanical drawings.

SUPERSEDED