



May 9, 2008

MEMORANDUM

BULLETIN G-08-08

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., LEED AP
Chief, Building Inspection Division

Subject: **Documents Prepared Under a Design Professional's Responsible Supervising Control**

Occasionally we receive drawings submitted for a Building Permit that appear to be prepared by a drafting service and signed and sealed by a registered design professional. In many cases it is fairly obvious that the drawings were prepared by a draftsman and then "plan stamped" by the design professional, with little or no review or supervising control over them. This practice is contrary to Florida laws regulating the practice of architecture (FS section 481.221(6); interior design (FS section 481.221(7); engineering (Florida Administrative Code 61G15-23.002(2) and landscape architecture (FS section 481, Part II, 481.321(3). The language in these referenced sections for these four professions essentially address the same issue, that being: **no architect, interior designer, engineer or landscape architect shall affix her or his signature or seal to any final construction documents or instruments of service which includes drawings, plans, specifications or other documents which were not prepared by her or him or under her or his responsible supervising control or which were not reviewed, approved, or modified, and adopted by her or him as her or his own work with full responsibility as the design professional of record.**

Since it is illegal for an unlicensed person to offer any of the above professional services and it is also illegal for any of the above design professionals to aid or assist such "plan stamping" activities, both the unlicensed person and the design professional are subject to disciplinary actions by their respective licensing boards. (Note: City of Jacksonville Zoning Code, Chapter 656, Part 12, Landscape and Tree Protection Regulations, Section 656.1217(a), requires, except for minor work, a landscape plan signed and sealed by a registered landscape architect or other person authorized by F.S. Chapter 481, Part II, for building and paving permits.) Therefore, when we receive drawings and documents for a Building Permit which we have reason to believe to be in violation of the "plan stamping" laws, we will forward them to the respective discipline's licensing board for their investigation and appropriate action as they find necessary.

We trust that the above information regarding unlicensed design professional activity will be beneficial to you as you go through the building permitting process. If you have any questions regarding this bulletin, please contact the following:

Architecture and Interior Design Profession: Bill Lyle, R.A., at 904-255-8512 or Blyle@coj.net.

Engineering Profession: Lesley Davidson, P.E., at 904-255-8514 or Lesleyd@coj.net.

Landscape Architecture Profession: Kimberly Stewart, L.A., at 904-255-8570 or Kstewart@coj.net.