

**INTERPRETATIONS, POLICIES AND PROCEDURES
BUTLER COUNTY DEPARTMENT OF DEVELOPMENT
BUILDING & ZONING**

To: Any owner or authorized agent required to get plan approval
From: Dennis Dickard, Building & Zoning Adiminstrator
Date: Tuesday, July 22, 2014
Re: Architectural & Engineering Electronically generated seal & signature
Copy: File

Dennis A. Dickard
7/22/14 P.O. # 367

When it is required that documents be prepared by a registered Architect or Engineer, the registered design professional has various options on how the construction documents can be sealed. In a joint effort to safeguard the registered design professional's personal seal and to help the building department verify its authenticity, I am requesting that the following procedure be followed when using an electronically generated seal and signature on the construction documents.

The registered design professional shall inform the building department on their letter head of their intention to use this method on what specific project. Please document within the body of the letter that it is under the registered design professional's direction and in a manner consistent with Section 3791.04 of the Revised Code. Include in the letter an understanding on how often this method will be used so that subsequent revisions or phases of construction can utilize the same original letter without another original letter that is submitted at the beginning of any project. Finally, provide your ink signature and wet seal stamp on that letter.

Be advised that an original letter shall be attached to each required set initially submitted for plan review approval. Subsequent submissions shall have, at minimum, an attached copy of the original letter explaining the extent of its use in your project before requiring another original letter.

The new policy shall be in effect this day forward and shall remain active until December 31, 2015 unless a new policy is put in place to supersede the current one.