

# FLORIDA ADMINISTRATIVE CODE – SEALS & PLANS

January 2017

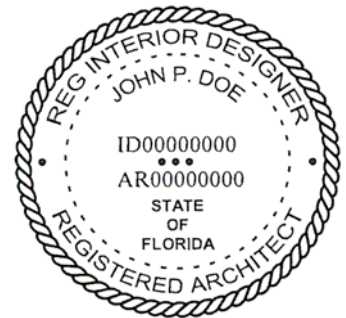
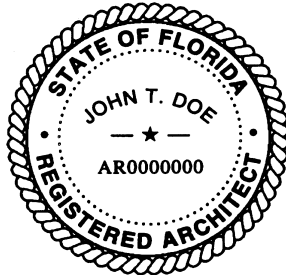
## 61G1-16.001 Architect’s and Interior Designer’s Seal.

Each architect and interior designer shall acquire a seal with which she or he shall identify all plans, specifications or reports prepared or issued by her or him and filed for public record. The seal shall be capable of leaving a permanent ink representation or other form of embossing or opaque and permanent impression, which also may be computer generated impressions, on the surface of prints or other duplications of drawings, and, as appropriate, upon specification pages, and other articles of service. Where required, electronic files may be sealed in accordance with Rule 61G1-16.005, F.A.C.

*Rulemaking Authority 481.221 FS. Law Implemented 481.221 FS. History–New 12-23-79, Formerly 21B-16.01, Amended 7-27-89, Formerly 21B-16.001, Amended 9-24-12, 11-11-13.*

## 61G1-16.002 Description of Seal.

(1) The seal shall contain the name of only one architect or interior designer and the registration number; the seal of the architect shall be circular, and the seal of the interior designer shall be hexagonal. Both seals shall be approximately 2” in diameter with two circular lines between which lines shall appear, at the top, the words “State of Florida” and at the bottom the words “registered architect” or “registered interior designer,” whichever is applicable. Seals stating “Licensed Interior Designer,” lawfully obtained by registered interior designers prior to January 1, 2015, may continue to be lawfully used.



(2) Any individual who is both a registered architect and a registered interior designer must use a seal which contains both the architect and interior design registration numbers, in such a manner:

*Rulemaking Authority 481.221 FS. Law Implemented 481.221 FS. History–New 12-23-79, Formerly 21B-16.02, Amended 7-27-89, Formerly 21B-16.002, Amended 1-16-07, 11-11-13, 3-22-15.*

## 61G1-16.003 Use of Seal.

The personal seal, signature and date of the architect or interior designer shall appear on all architectural or interior design documents to be filed for public record and shall be construed to obligate his partners or his corporation. A corporate seal alone is insufficient. Documents shall be signed personally and sealed by the responsible architect or interior designer. Final official record documents (not tracings, etc.) shall be so signed. The signing and sealing of the specification index sheets shall be considered adequate. All drawing sheets and pages shall be so signed and sealed. An architect or interior designer shall not affix, or permit to be affixed, his seal or name to any plan, specifications, drawings, or other related document which was not prepared by him or under his responsible supervising control as provided in Rule Chapter 61G1-23, F.A.C. An architect or interior designer shall not use his seal or do any other act as an architect or interior designer unless holding at the time a certificate of registration and all required renewals thereof.

*Specific Authority 481.2055, 481.221 FS. Law Implemented 481.221, 481.225(1)(e), (g), (j), 481.2251(1)(g), (h), (i) FS. History–New 12-23-79, Formerly 21B-16.03, Amended 7-27-89, Formerly 21B-16.003, Amended 11-21-94, 4-18-00.*

### **61G1-16.004 Title Block.**

A title block must appear on all architectural or interior design drawings and specification identification sheets that are required to be signed and sealed. The title block must, at a minimum, contain the following information:

- (1) Firm name, address, and telephone number.
- (2) Firm license number.
- (3) Name or identification of project.
- (4) Date prepared.
- (5) A space for the signature and dated seal.
- (6) The printed name and the license/registration number of the person sealing the document.
- (7) The date of plans revision, if the plans are revised.
- (8) For the purposes of this rule, firm is defined to be a corporation, limited liability company, partnership, person practicing under a fictitious name, or person practicing architecture or interior design in his or her own name.

*Rulemaking Authority 481.2055, 481.221(1), (3) FS. Law Implemented 481.219, 481.221(1), (3) FS. History—New 9-7-00, Amended 3-16-14.*

### **61G1-16.005 Procedures for Digitally Signing and Sealing and for Electronically Transmitting Plans, Specifications, Reports or Other Documents.**

(1) Information stored in electronic files representing plans, specifications, plats, reports, or other documents which must be sealed under the provisions of Chapter 481, F.S., shall be signed, dated and sealed by the architect or interior designer in responsible charge.

(a) A scanned image of an original signature shall not be used in lieu of a digital or electronic signature.

(b) The date that the electronic signature file was created or the digital signature was placed into the document must appear on the document in the same manner as date is required to be applied when a licensee uses the manual sealing procedure set out in Rule 61G1-16.003, F.A.C.

(2) An architect or interior designer utilizing a digital signature to seal construction documents shall assure that the digital signature is:

(a) Unique to the person using it;

(b) Capable of verification;

(c) Under the sole control of the person using it; and

(d) Linked to a document in such a manner that the electronic signature is invalidated if any data in the document are changed.

(3) Each electronically signed file shall have an authentication code defined as a message digest described in Federal Information Processing Standard Publication 180-4 “Secure Hash Standard,” March 2012, which is hereby adopted and incorporated by reference by the Board and can be obtained from <http://www.flrules.org/Gateway/reference.asp?No=Ref-01340> or the Internet Website: <http://csrc.nist.gov/publications/fips/fips180-4/fips-180-4.pdf>.

*Rulemaking Authority 481.2055, 481.221(2), (3) FS. Law Implemented 481.221(2), (3) FS. History—New 4-23-06, Amended 7-29-12, 11-11-13.*