



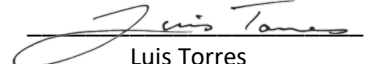
Date: April 19, 2024

Bulletin No: 2024-003

SUBJECT: Private Provider Approved Plans

EFFECTIVE DATE: May 1, 2024

EXECUTIVE SUMMARY: Private Provider forms have been updated. Old forms will not be accepted beyond the expiration date specified.


Luis Torres
Asst. Director / Building Official

NOTICE:

Effective May 1, 2024, all plans approved by Private Providers under ***Alternative Plans Review and Inspection*** (Section 553.791, F.S.) shall have each drawing page signed by the individual who reviewed the plans, either the Private Provider personally or the Duly Authorized Representative (DAR). The signature shall be included within a “stamp” and affixed onto the drawing. The image shall contain:

1. The Firm’s name and logo; and,
2. The name and license number of the person who reviewed the plans; and,
3. The language “Reviewed for Code Compliance in accordance with Section 553.791, F.S.”.
4. In addition, if the plans were reviewed in a digital format, the “stamp” shall also include the reviewer’s digital signature as per image #1 below; or,
5. If the plans were reviewed in hard copy and are to be later converted to PDF files, the reviewer shall also physically sign and date each drawing page, as per image #2 below.

APPLICABILITY:

This rule shall apply to all plans submitted for the first time on or after May 1, 2024, including master plans and additional plans (shop drawings) alike.

Image #1: This sample shows an acceptable digital stamp with reviewer’s digital signature.

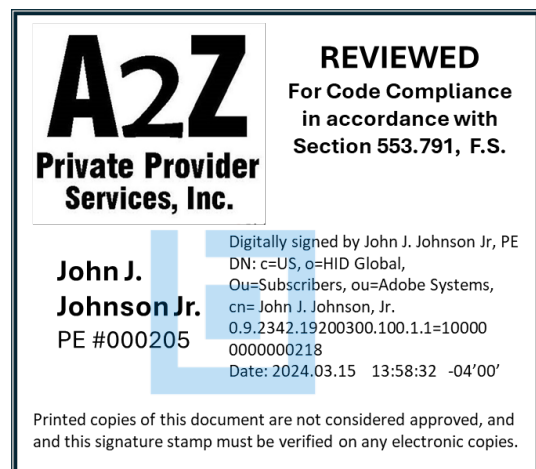


Image #2: This sample shows an acceptable ink stamp, physically signed and dated by the Duly Authorized Representative



End of Bulletin.