



**CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT**

100 Civic Center Drive
Newport Beach, California 92660

949 644-3200

newportbeachca.gov/communitydevelopment

Policy Memorandum – ADMIN 106.3.4 (b)

To: Building Division Staff

From: Samir Ghosn
Deputy Community Development Director/Chief Building Official

Effective Date: **March 10, 2020**
(Previous ADM 302-3.1)
(Original Effective Date: June 22, 1998)
(Revised July 13, 2009)

Regarding: **Signature and Stamps on Plans & Documents**

Business and Professions Code (BPC), Section 5536.1(a) requires that “all persons preparing or being responsible in charge of plans, specifications, and instruments of service for others shall sign those plans, specifications. The person responsible in charge shall stamp the plans and specifications’ which complies with BPC 5536.2 to those plans, specifications and instruments of service, as evidence of the person’s responsibility for those documents.”

BPC 5536.2 states, “It is the responsibility of the agency that issues the permit to determine that the person who signed and stamped the plans and specifications or who submitted the signed statement required by this section is licensed under this chapter or is otherwise licensed in this state to prepare the plans and specifications.

This section shall not apply to the issuance of permits where the preparation of plans and specifications for the construction, alteration, improvement, or repair of a building or structure is exempt from this chapter, except that the person preparing the plans and specifications for others shall sign the plans and specifications as provided by Section 5536.1”.

In accordance with the above section any person preparing a plan for the purpose of obtaining a permit for exempt projects under BPC 5537 shall print his/her name and sign the sheets that he or she has prepared. This requirement shall apply to homeowners, draft persons, designers and licensed contractors.

Since the signature of the licensed professional or preparer authenticates the document, it is required that the signature be handwritten original in ink. The professional stamp may be in ink, electronic or duplicate.

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This policy does not supersede or change the requirements when a professional must sign and seal plans or instruments of service covered by Policy Number ADMIN 106.3.4(a).

See Business and Professions Code Sections 5536.1 and 5537.

PLUMBING DRAWINGS ARE REQUIRED FOR ANY ITEMS LISTED BELOW:

1. Installation of hydronic heating systems
2. Installation of drainage systems relying on sump pumps located inside the structure to lift water discharge to grade level
3. Installation of sewage ejector systems
4. Installation of a hot water boiler system exceeding 120 gallons capacity or 400,000 B.T.U. input
5. Installation of natural gas systems exceeding 750,000 B.T.U.
6. Installation of natural gas systems with pressure exceeding 14 inch water column [$\frac{1}{2}$ " psi]
7. Installation of vehicle compressed natural gas [CNG] fueling systems
8. Installation of a Gray Water system Cistern rain water harvesting systems
9. Installation of alternate plumbing methods or material requires submittal of alternate method and materials request

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