



## City of Richmond

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## Bulletin Building Approvals Division

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### Digital Signature and Electronic Seal

**No.: BUILDING-23**  
**Date: 2009-05-20**

#### **Purpose:**

To inform property owners, designers, professionals and contractors that the City of Richmond is accepting digitally signed and sealed documents transmitted electronically from registered professionals. At this time design drawings will not be accepted for building permitting purposes.

#### **Background:**

In an effort to increase the efficiency of the permitting process and service to our clients, the City of Richmond is accepting digitally signed and sealed Letters of Assurance, Geotechnical Reports, Code Compliance Reports, Alternative Solution Reports, Letters of Compliance and other written documents. The documents have to be transmitted electronically in order to validate that the signature and seal was applied by an authorized professional. The City of Richmond, however, cannot at this stage accept digitally signed and sealed design drawings due to the lack of the appropriate equipment, to review, process and file them.

Professionals currently using some other form of electronic certificate should be aware that digital signature, electronic seal and delivery of documents requiring the professional's signature and seal can only be issued under a certificate provided by the APEGBC and AIBC through the digital signature technology provider Notarius. For more information on the digital signature, electronic seal and electronic document transmittal guidelines and rules please contact APEGBC and/or AIBC.

#### **Implementation:**

Effective immediately, a professional may electronically submit documents for the building permit purposes prepared in his/her professional capacity. Those documents must be digitally sealed and signed, and transmitted electronically only by using the method approved by APEGBC or AIBC. Note that the design drawings cannot be electronically submitted – they have to be submitted in the form of the hard copy originally signed, sealed and dated.

Should you have any questions, comments or suggestions concerning this bulletin, please contact the Building Approvals Division at 604-276-4285.