



# Maricopa County

Planning & Development Department  
Department Directive

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DD-2011-07

Effective: Immediately

Initiator: Michael Norris

Director: *Joy Rich*

**Purpose:**

To identify the Maricopa County Electronic Seal and Electronic Signature Policy

**References:**

Rules of the Arizona State Board of Technical Registration, R4-30-303, R-4-30-304; and Arizona Revised Statute, ARS 41-132, 44-7031, 44-7032, 44-7042

**Policy/ Procedures:**

All engineered drawings shall conform to one of the following requirements:

Original handwritten signature and date

- To meet this requirement the engineer’s signature and date is produced by hand for the specific submittal. Each revision shall receive a new original signature from the professional engineer. A photocopy of the original document is acceptable for submittal.

Electronic signature generated by secure software

- A copy of the electronic files will be required for verification of the electronic signature within the file.
- Electronic signatures are required to meet ARS 41-132 requirements.

Example of Acceptable Practice:

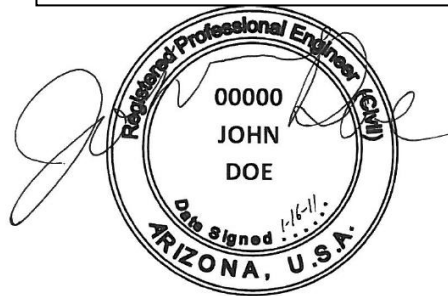
*John Doe, P.E. exports CAD drawings to pdf format, then digitally signs his seal in conformance with R4-30-304-E, taking care not to obscure his name or registration number. He uses Adobe’s Digital Signature feature, digitally logging the time of his signature for future verification. The password used to sign the document is kept secure in accordance with R4-30-304-G. A copy of the electronic file is submitted with the plans.*

Example of Unacceptable Practice:

*John Doe, P.E. traces or scans a copy of his signature in CAD to create the appearance of a hand signature; however the date of the signature is typed in the electronic file. He then places this CAD signature on a digital seal, which is left available on the computer for a drafter to reference whenever the seal is needed in the future and the date is changed to update the signature.*

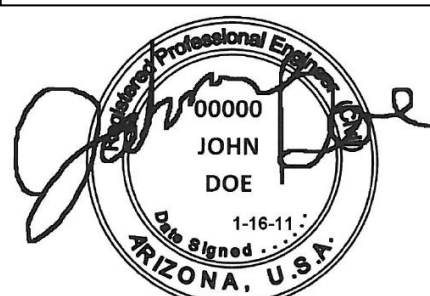
If the engineer’s seal and signature does not meet the requirements for the handwritten signature or the electronic signature the plans will not be approved.

Acceptable Handwritten Signature



EXPIRES 7-25-14

Not Acceptable Handwritten or Drafted Signature



EXPIRES 7-25-14