



**TECHNO-GRAM**  
**002 - 2022**



**SUBJECT:** Signing and Sealing Permit Documents

**PURPOSE:** To accept digital signatures as "original" signatures on permit documents, in accordance with COMAR 09.23.03.09

**SCOPE:** This Techno-gram applies to permit plans, drawings, specifications, reports, calculations and other permit documents that are required to be signed and sealed by Licensed Design Professionals

Effective May 1, 2022, DPIE will accept digital signatures applied by Licensed Design Professionals on permit plans, drawings, specifications, reports, calculations and other permit documents.

- 1. Final Permit Plan Submission Requirements:** If the licensed design professionals choose to apply digital signatures, DPIE will no longer require paper copies of final approved permit plans, drawings, specifications, reports, calculations and design reports delivered to DPIE. The applicant is still required to upload the final version of all digitally signed and sealed drawings, and other permit documents prior to permit issuance. The digital signature must be applied to every drawing sheet and on the cover page for all calculations and design reports.
- 2. Permit Plans at the Construction Site:** Pursuant to the Prince George's County Code adopting the International Building and Residential Code, a (24" x 36") full-size copy of the final set of approved signed/sealed permit plans, in color, must always be at the construction site for inspection and available upon request by the Building Code Official. The final approved set of permit plans on the construction site shall always display a red DPIE approval stamp and design professional signatures and seals. Copies of the final approved set of permit plans can be downloaded by the applicant of record from the approved permit set folder in ePlan. Failure to have the approved permit plans on

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site will result in the cancellation of an inspection, and the assessment of re-inspection fees. Applicants are still required to maintain copies of the approved plans.

- 3. Green Stamp Erosion/Sediment Control Plans:** Prior to issuance of site/road permits, the applicant shall deliver to DPIE one paper set of green stamp final erosion/sediment control plans, as well as the CD with CADD files and merged PDF of final permit plans, reports and other documents. The permittee shall also always keep a copy of the original green stamp final erosion/sediment control plan and all other site/road permit plans on the construction site. If you have questions regarding green stamp erosion/sediment control plans, contact the Prince George's Soil Conservation District (PGSCD) at 301-574-5162 ext. 3 or visit [www.pgscd.org](http://www.pgscd.org). The final approved set of permit plans on the construction site shall always display a red DPIE approval stamp and design professional signatures and seals.
- 4. Non-Digital Signatures:** If the design professionals choose not to digitally sign permit documents and instead apply wet signatures, then submittal of one set of paper permit documents, at the time of permit issuance is required.

*Dawit Abraham* Deputy Director  

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**Melinda Bolling, Director**

**May 1, 2022**