



Electronic Signature Policy and Certification

City of Walnut Creek
Public Works Department
1666 N Main St
Walnut Creek, CA 94596
Phone: 925-943-5839
Email: dutyengineer@walnut-creek.org

Civil engineering plans that are permitted or that are released for construction shall be signed and sealed in accordance with the requirements of the Professional Engineers Act and CCR Title 16 §411, and any other laws related to the practice of professional engineering and in a manner such that all work can be clearly attributed to the licensee(s) in responsible charge of the work. The signature, seal/stamp, date of signing and sealing/stamping shall appear on each sheet of the plans.

To meet this requirement, the City of Walnut Creek accepts:

- wet-signed, stamped hard copy plans.
- plans with digital signatures validated for authenticity.
- electronically signed plans with this certification letter.

Below is the required format and required content of the certification letter. Signature and seal must be wet signed and mailed or dropped off to the City of Walnut Creek.

Attention:

Development Engineering
City of Walnut Creek
1666 N Main Street
Walnut Creek, CA 94596

Date:

Engineer Name:

Title:

Company Name:

Company Address:

Email Address:

Phone Number:

Subject: Electronic Signature Certification

I, _____ registered Civil Engineer in the State of California, License No. _____, hereby acknowledge that all future electronic signatures/stamps on submitted plans and documents for SDP No. _____ located at _____, Walnut Creek, CA will be considered approval on my behalf. I authorize plans to be electronically stamped, signed, and dated.

Signature:

<p>PROFESSIONAL SEAL Signature and seal must be wet signed and dated</p>
