
GUIDE FOR SUBMITTING DIGITALLY SEALED DOCUMENTS AND DRAWINGS

This bulletin outlines the requirements for submitting digitally signed and sealed documents and drawings for Building Permit applications. While every application requires that hardcopies of all documents and drawings be submitted, the following guide describes what must be submitted if the hardcopies are produced from a digitally signed and sealed original. Both the Architects Institute of BC (AIBC) and the Engineers and Geoscientists of BC (EGBC) have guidelines outlining their expectations for the production and copying of digitally sealed documents and drawings. For more information on these guidelines see the following links to each association:

<https://aibc.ca/wp-content/uploads/files/2020/06/Bulletin-60-Signature-Seal-and-Delivery-of-Electronic-Documents.pdf>

<https://www.egbc.ca/getmedia/bf1c2174-de3b-45b2-812f-cceb6958e1e8/EGBC-Authentication-of-Documents-V3-0.pdf.aspx>

Submission of Digitally Signed/Sealed Letters of Assurance, Reports, Letters etc:

When submitting documents that have been produced from a digitally sealed original, the applicant must also provide an electronic copy of the digitally sealed original. These electronic copies will be used to confirm that they have been created properly by the Registered Professionals and that the hardcopies provided match.

Submission of Digitally Signed/Sealed Drawings:

When submitting drawings that have been produced from a digitally sealed original, the applicant must also provide an electronic copy of the digitally sealed original. This is typically done by submitting a USB Flash Drive that contains PDF copies of all the digitally sealed documents. Hardcopies of drawings produced from a digitally signed and sealed original that are provided as part of a Building Permit submission are required to include an annotation (see below) that confirms the authenticity of the original drawing. Per both associations, this annotation should occur in close proximity to the digital seal and is commonly found in the titleblock of the drawing.

In the AIBC Bulletin 60 - June 2020 version.

"This document has been digitally certified with digital certificate and encryption technology authorized by the Architectural Institute of BC and the Engineers and Geoscientists BC. The authoritative original has been transmitted to you in digital form. Any printed version can be relied upon as a true copy of the original when supplied by the architect, bearing images of the professional seal and digital certificate, or when printed from the digitally-certified electronic file provided by the architect."

In the EGBC Guide to the Standard for the Authentication of Documents - Version 3.1.

"This document is a printed copy from a Digitally Authenticated original."

See the checklist on the back of the City of Kamloops Building Permit Application form for the number of drawings sets typically required with an application.