

DEPARTMENT OF PLANNING AND PERMITTING
CITY AND COUNTY OF HONOLULU

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JEREMY HARRIS
MAYOR



ERIC G. CRISPIN, AIA
Acting Director

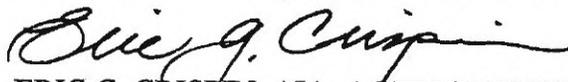
BARBARA KIM STANTON
Deputy Director

(df)

March 11, 2003

ENGINEERING AND POLICY MEMORANDUM NO. SDD 1-03

TO: ALL ARCHITECTS, ENGINEERS AND DEVELOPERS

FROM: 
ERIC G. CRISPIN, AIA, ACTING DIRECTOR
DEPARTMENT OF PLANNING AND PERMITTING

SUBJECT: AUTHENTICATION OF PLANS

Please be reminded that pursuant to Section 464-5, Hawaii Revised Statutes and Section 16-115-9, Hawaii Administrative Rules, all plans, specifications, maps, reports, surveys and descriptions prepared by or under the supervision of a licensed professional engineer, architect, land surveyor, or landscape architect that are submitted to the Department of Planning and Permitting for approval shall be stamped with the authorized seal or stamp and authenticated.

All plans shall be stamped by either 1) two licensees, the first being the individual who will authenticate the plans by stating below their seal or stamp "**This work was prepared by me or under my supervision**" and the second individual who will authenticate the plans by stating below their seal or stamp "**Construction of this project will be under my observation**", or 2) one individual who will authenticate the plans by stating below their seal or stamp "**This work was prepared by me or under my supervision and construction of this project will be under my observation**". In both circumstances, the licensees shall provide their signature and expiration date of their license under their seal or stamp.

If there are any questions, please contact Mr. Robert Sumitomo of the Site Development Division at 523-4254.

EGC:ky