**Building Official E-signature Submittal**

**Jurisdiction:**

**Submitted by:**

**Submittal Date:**

1. This submittal allows your jurisdiction to submit a scanned Building Official electronic signature that will be displayed on the following reports:
* Certificate of Occupancy
* Temporary Certificate of Occupancy

[ ]  *We wish to use scanned signature – attaching signature as per the* ***image requirements*** *below.*

1. If no scanned signature is provided, by default - both reports will display the BO’s name in a cursive font (see examples below).

[ ]  *No scanned image provided – cursive font default is sufficient.*

1. Please only check the below box below if **neither option** above is preferred. In this case, the signature feature will then be blanked out and the BO’s name will only be printed in standard text below the signature line - then both reports above will require wet signature by the Building Official.

[ ]  *Please do not include either option above – BO will wet sign both reports as required.*

**Image Requirements:**

* 7.5" x 0.5"
* 200 pixels per inch
* JPEG or PNG
* The signature should fill most of the height but there will most likely be lots of white space for the width and that’s okay – see example below.
* Sign with black ink.
* Jurisdiction staff can take a picture with phone or use a scanner.
* IF AVAILABLE - in Photoshop, open the scanned image, use Magic Wand tool to select the image > remove the background (*this is to remove any background shading that might be in the scanned image*).
* Save the file as a JPEG. As long as the file is saved with the correct dimensions (above), the signature will not display skewed on the report.



*- See next pages for report examples –*

C of O examples:



TCO examples:



Important Note: for agencies that use the Onsite Module - the Onsite Certificate of Satisfactory Completion (CSC) report includes the printed name of the Sanitarian of record, but because there could be several Sanitarians, this report won’t use a scanned signature. However, the report will show the Sanitarian’s name in cursive font (developed in partnership with Oregon DEQ).

