

SIGNATURE BLOCK

It is Division of Public Works policy to have the Administrator of the Division and the Responsible Chief Officer of the Agency sign the cover sheets of the drawings and the specifications. To eliminate the problem of transporting original documents around the State, we have initiated the following procedure:

- 1.) Provide a blank space on the drawing and specification cover sheets for our stick-on signature block.
- 2.) Submit final plans and specifications for review of Division of Public Works, Agency and Division of Building Safety.
- 3.) After review, and appropriate changes when necessary, Division of Public Works Project Manager will obtain signatures on sticky-back signature block and transmit them to you to affix to your documents before final printing for bidding.

APPROVED BY: _____
(Client Agency Name) DATE

APPROVED BY: _____
DPW ADMINISTRATOR DATE