

## Chapter 19

### Signing and Sealing Documents

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## Chapter 19

### Signing and Sealing Documents

#### 19.1 General

The act of signing, dating and sealing transmitted plans, specifications, reports or other documents is collectively referred to as Signing and Sealing.

This chapter provides the Department's requirements for Signing and Sealing plans and documents in conformance with **Florida Statutes** and **Florida Administrative Code (F.A.C.)**. The Laws and Rules referenced in this chapter are primarily those governing Professional Engineers. Other licensed professionals that are required to Sign and Seal plans or documents are to follow the Laws and Rules applicable to their profession.

**[Section 334.175, Florida Statutes](#), *Certification of project design plans and surveys:***

“All design plans and surveys prepared by or for the department shall be signed, sealed, and certified by the professional engineer or surveyor or architect or landscape architect in responsible charge of the project work. Such professional engineer, surveyor, architect, or landscape architect must be duly registered in this state.”

It is the licensee's responsibility to comply with the Signing and Sealing requirements applicable to their profession's Laws and Rules. It is the District's responsibility to verify that documents are Signed and Sealed, and transmitted in accordance with this chapter.

## 19.2 Signing and Sealing Contract Plans

The transmitted contract plans Signed and Sealed by the responsible professional(s) become the Record Set. Every sheet of the Record Set must be signed and sealed, except for the following sheets that may be appended to the contract plans set:

- Existing Bridge Plans,
- ***Developmental Design Standards***, and
- Plans that are prepared by an employee of a Utility or other employees exempted under [\*\*Section 471.003, Florida Statutes\*\*](#), except as follows.
  - Utility plans that modify or detail attachments to a bridge or other structure belonging to the Department must Sign and Seal the sheets affecting such bridge or structure.
  - Plans prepared by nonexempt parties for a Utility must be Signed and Sealed.

Every sheet of the Record Set must include a title block that contains information for the professional engineer that will Sign and Seal the sheet, showing:

1. The name, address, and license number of the engineer, or
2. If practicing through a duly authorized engineering business, the name and license number of the engineer, and the name, address and certificate of authorization number of the engineering business, or
3. If employed by a local, State or Federal agency, the name and license number of the engineer, and the name and address of the agency.

A non-engineering licensed professional that will Sign and Seal the sheet must show similar information in the title block related to their profession.

### 19.2.1 Manual Signing and Sealing

Digital Delivery is the standard practice for Signing and Sealing, and transmittal of contract documents. Manual Signing and Sealing must be coordinated with the District Plans, Specifications, and Estimates (PS&E) Office. The requirements for manually Signing and Sealing are covered in the Laws and Rules for each licensee's profession.

## 19.2.2 Digital Signing and Sealing

Digital Delivery is the standard method of electronically transmitting contract documents to the Department. This includes the creation of Portable Document Format (PDF) files of contract plans and specifications, which are Signed and Sealed with a Digital Signature. The [CADD Manual](#) defines the type of digital certificate to be used for Digital Signature.

Place the following note along the right edge of plan sheets that are digitally Signed and Sealed:

“THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE  
DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.”

The rule number referenced in the note above applies to the engineering professional that is Signing and Sealing the sheet. A non-engineering licensed professional should use the rule number that applies to their profession:

- Surveyors, Rule 5J-17.062, F.A.C.
- Geologists, Rule 61G16-2.005, F.A.C.
- Landscape Architects, Rule 61G10-11.011, F.A.C.
- Architects, Rule 61G1-16.005, F.A.C.

Electronically transmit the Contract Plans as individual Signed and Sealed PDFs of component plans. The list of component plans for Digital Delivery is comprised of the following:

- Roadway Plans
- Signing and Pavement Marking Plans
- Signalization Plans
- Intelligent Transportation System (ITS) Plans
- Lighting Plans
- Landscape Plans
- Architectural Plans
- Structures Plans
- Toll Facilities Plans

Component plans may require insertion of sheets that were prepared early in, or prior to the design process. The following early plan sheets may be contained in a separate Signed and Sealed PDF that is to be included as part of the Contract Plans:

- CTL-# Project Control Sheets
- GR-# Soil Survey and Report of Core Borings
- TR-# Tree Survey Sheets
- UTV-# Verified Utility Locate Sheets

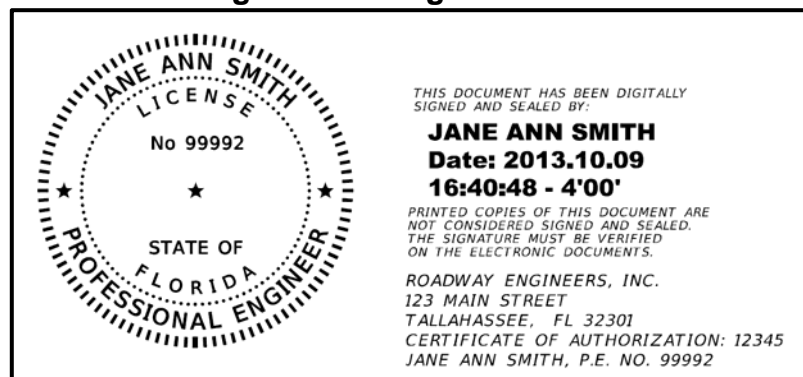
No other plans sheets than those listed above are to be submitted separate from the component plans.

See **Chapter 3** of Volume 2 for instruction on how to show early plan sheets on the Key Sheet.

### 19.2.2.1 Single Digital Signature

Component plans that will be Signed and Sealed by a single professional (signatory) may place a signature block, as shown in **Figure 19.1**, on the component Key Sheet in lieu of using a Signature Sheet. Listing the sheets contained in the PDF to be Signed and Sealed is not required.

**Figure 19.1 Signature Block**



### 19.2.2.2 Multiple Digital Signatures

A Signature Sheet is required for component plans that will be Signed and Sealed by more than one professional. See **Chapter 3** of Volume 2 for Signature Sheet requirements.

## 19.3 Signing and Sealing Other Documents

Other documents to be Signed and Sealed include reports, calculations, specifications and criteria packages, used in the development of design plans. Specifications will be Signed and Sealed in accordance with the [Specifications Handbook](#).

For other design documents:

- Bound design documents must include a cover page that is Signed and Sealed. If a document is to be Signed and Sealed by more than one professional, provide an index on the cover page to convey a list of pages that each licensee is responsible for.
- Un-bound design documents require each sheet to be Signed and Sealed.

The following Signed and Sealed documents are to be placed in the district's Project File(s).

1. Specifications Package
2. Pavement Design Package
3. Typical Section Package
4. Drainage Computations
5. Hydraulics Reports
6. Bridge Development Report
7. Traffic Engineering Reports
8. Environmental Reports
9. Geotechnical Reports
10. Value Engineering Record
11. Other Engineering Reports and Recommendations
12. Permit Documentation
13. Design Exceptions and Design Variations

Modification for Non-Conventional Projects:

Delete the items No. 6 and 10 above.

## 19.4 Signing and Sealing Revisions

Design revisions are modifications to the PS&E Submittal after it has been accepted by Central Office Final Plans. Revisions made after the award of the contract are referred to as post-let revisions. All revisions should be prepared by the same professional that Signed and Sealed the plan sheet contained in the Record Set or the original document.

### 19.4.1 Contract Plans Set

Prepare design revisions as outlined in **Chapter 20** of this Volume. Sign and Seal the revision package PDF in accordance with **Section 19.2**.

Prepare post-let revisions as outlined in **Chapter 20** of this Volume and **Chapter 5** of the [Construction Project Administration Manual \(CPAM\)](#). Sign and Seal the revision package PDF in accordance with **Section 19.2**.

### 19.4.2 Specifications

Prepare a Supplemental Specifications Package when it becomes necessary to revise either the Specifications Package or a previous Supplemental Specifications Package. Specifications will be revised in accordance with the [Specifications Handbook](#).

### 19.4.3 Other Design Documents

Sign and Seal each revised sheet and place immediately behind the cover sheet of the original Signed and Sealed document.

Modification for Non-Conventional Projects:

Delete **PPM** 19.4.



## 19.5 Support Documents

Engineering decisions are often made on the basis of support documents furnished by non-engineering staff or offices. Two support documents that require certification that they were prepared in accordance with Department procedures are shown in **Figure 19-2** and **Figure 19-3**.

**Figure 19-2 18 KIP Equivalent Single Axle Loads (ESAL)**

Financial Project ID _____
State Road No. _____
County _____
<p>I have reviewed the 18 KIP Equivalent Single Axle Loads to be used for pavement design on this project. I hereby attest that these have been developed in accordance with the FDOT <b>Project Traffic Forecasting Procedure</b> using historical traffic data and other available information.</p>
_____
Name
_____
Signature
_____
Title
_____
Organizational Unit
_____
Date

**Figure 19-3 Project Traffic**

Financial Project ID _____
State Road No. _____
County _____
<p>I have reviewed the Project Traffic to be used for design on this project. I hereby attest that it has been developed in accordance with the FDOT <b><i>Project Traffic Forecasting Procedure</i></b> using historical traffic data and other available information.</p>
_____
Name
_____
Signature
_____
Title
_____
Organizational Unit
_____
Date

Modification for Non-Conventional Projects:

Delete ***PPM 19.5*** and see RFP for requirements.