






Before Submitting a Design Approval Request

What are some of the things you can do to insure your request is understood? First, let's do a little document quality assurance. If your request is paper and needs to be scanned, make sure all the documents are legible. Paper documents submitted for a Design Approval Request must be neatly scanned in color (if they are color). Use Optical Character Recognition or OCR to allow the document to be searchable. Make sure all pages are rotated properly for correct display using a monitor. Florida law requires the engineers seal to be visible. If the report or plans are stamped, make sure the seal is readable. If the report or plan set is crimped, lightly shadow the raised embossing with a pencil then scan the image. This will assure that the seal is legible.

If your document has an approval signature page, have it signed in **blue** ink then scan the signature page in color. This will allow us to print the signature page and continue with the paper approval process. Upload the signed "in house approval document" that has been signed in **blue** ink. The State Roadway Engineer or the Chief Engineer will print the signature page to sign it for final approval and the paper will be scanned back in with all signatures legible.

Just a few simple steps is all it takes!

-  Scan Documents in Color
-  Use OCR to Allow Electronic Searches
-  Rotate Pages for Correct Display
-  Engineer's Seal Needs to be Visible. If crimped, lightly shade seal with pencil to make seal visible on scanned copy.
-  Scan Submittal/Approval Letter with Signatures in **Blue** & Upload Separately