

130 Signing and Sealing Documents

130.1 General

The act of signing, dating, and sealing contract component plans, BIM files, 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 (F.S.)** 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.

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, sealed and transmitted in accordance with this chapter.

130.2 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 Standard Plans](#), and
- Plans that are prepared by an employee of a Utility or other employees exempted under [Section 471.003, F.S.](#), 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 and address 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.

130.2.1 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. A representation of the professional's seal next to the Digital Signature Appearance is required for Contract Plans.

Place the following OFFICIAL RECORD note along the right edge and just outside the border of each plan sheet that is 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 who 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:

- (1) Roadway Plans
- (2) Signing and Pavement Marking Plans
- (3) Signalization Plans
- (4) Intelligent Transportation System (ITS) Plans
- (5) Lighting Plans
- (6) Landscape Plans
- (7) Architectural Plans
- (8) Structures Plans
- (9) Toll Facilities Plans

The component plans listed above may require insertion of sheets that were prepared early in, or prior to the design process (“early works”). 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:

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

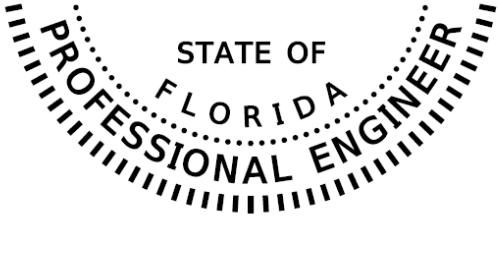
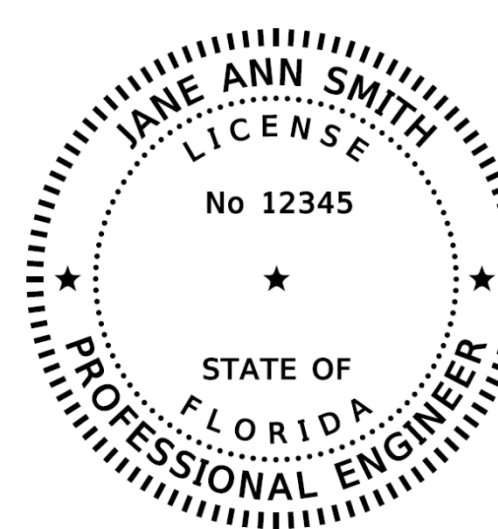
No other plans sheets than those listed above are to be submitted separate from the component plans, except for manually signed and sealed documents as discussed in **FDM 130.2.2**.

See **FDM 910** for instructions on how to show early plan sheets on the Key Sheet.

130.2.1.1 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 130.2.1**, 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 130.2.1 Signature Block

	<i>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY</i> Jane Ann Smith 2018.06.25 16:52:48 -04'00' <i>ON THE DATE ADJACENT TO THE SEAL</i>
	<i>SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.</i> ROADWAY DESIGN ENGINEERS, INC. 123 MAIN STREET TALLAHASSEE, FL 32301 JANE ANN SMITH, P.E. NO. 99992
	<i>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY</i> Jane Ann Smith 2018.06.25 16:52:48 -04'00' <i>ON THE DATE ADJACENT TO THE SEAL</i> <i>SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.</i> ROADWAY DESIGN ENGINEERS, INC. 123 MAIN STREET TALLAHASSEE, FL 32301 JANE ANN SMITH, P.E. NO. 12345

130.2.1.2 Multiple Digital Signatures

A Signature Sheet is required for component plans that will be signed and sealed by more than one professional. See **FDM 910** for Signature Sheet requirements.

130.2.2 Manual Signing and Sealing

Digital Delivery is the standard practice for signing and sealing, and transmittal of contract documents. Transmittal of contract documents that have been manually signed and sealed is only accepted when Digital Delivery is not possible. Manually signed and sealed documents must have the District PS&E Engineer's/Manager's approval.

The district is to receive one set of manually signed and sealed contract documents to be retained as the record set. Place a note on the first sheet of the documents and scan into a pdf file. The note is to read: "This is a scanned copy of the original signed and sealed document". Use the scanned pdf file for the Letting process.

If the scanned pdf are sheets that are to be included with a component of the Contract Plans, follow the process for "early works", see **FDM 130.2.1**.

The requirements for manually signing and sealing are covered in the Laws and Rules for each licensee's profession. Do not include the note along the right edge of plan sheets that is used when documents are digitally signed and sealed.

130.3 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. Sign and seal Specifications Packages in accordance with the [Specifications Handbook](#).

130.3.1 Digital Signing and Sealing

Signing and sealing PDF documents with a Digital Signature is the standard practice. Place a signature block on the first sheet of the PDF document. A representation of the professional's seal next to the Digital Signature Appearance is optional for other documents.

When including a representation of the professional's seal, use the signature block as shown in **Figure 130.2.1**.

When omitting a representation of the professional's seal, use the following signature block:

[NAME], State of Florida, Professional Engineer, License No. [NUMBER]

This item has been digitally signed and sealed by [NAME] on the date indicated here.

Signature must be verified on any electronic copies.

130.4 Signing and Sealing BIM Files

BIM files are signed and sealed 2D or 3D CADD files that are included with the contract plans. BIM files are listed in a manifest that is placed on the Signature Sheet within the component plans to which the files apply. Each listed file has a unique hash code that identifies the CADD file being signed and sealed. See **FDM Exhibit 910.4** for an example of a BIM file manifest.

CADD Manual, Section 8.4 Project Deliverables, outlines the steps to complete this process. A training webinar can be found at the following link: [BIM S&S Procedure](#).

130.5 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. Revisions should be prepared by the same professional that signed and sealed the plan sheet contained in the Record Set or the original document. When it is necessary to have revisions signed and sealed by a different professional, provide exculpatory language defining the professional's limits of responsibility.

Modification for Non-Conventional Projects

Delete the first sentence of the above paragraph and replace with the following:

Design revisions are modifications to the plans submittal after it has been stamped Released for Construction.

130.5.1 Contract Plans Set

Prepare design revisions as outlined in **FDM 132**. Sign and seal the revision package PDF in accordance with **FDM 130.2**.

Prepare post-let revisions as outlined in **FDM 132** and **Chapter 5** of the [Construction Project Administration Manual \(CPAM\)](#). Sign and seal the revision package PDF in accordance with **FDM 130.2**.

130.5.2 Specifications

Prepare a Supplemental Specifications Package when it becomes necessary to revise either the Specifications Package or a previous Supplemental Specifications Package. Sign and seal the Supplemental Specifications Package in accordance with the **Specifications Handbook**.

130.5.3 Other Design Documents

Sign and seal each revised sheet and place immediately behind the cover sheet of the original signed and sealed document.

130.6 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 **Form 130-A** and **Form 130-B**; see **FDM 103** for forms.