



**City of Doral
Building Department**

PROCEDURES FOR ACCEPTING DIGITALLY SIGNED AND SEALED DOCUMENTS

Florida Statutes Chapters [471](#) and [481](#) and Florida Administrative Code [Rule 61G15-23](#) and [61G1-16](#) outline the various acceptable methods for design professionals to digitally sign and seal plans and documents using commonly accepted public/private key technology provided by various vendors.

The Building Department also requires that the design professional (architect, engineer, etc.) submits a signed and sealed statement attesting that the method and software that have been utilized to sign and seal the plans complies with the intent of the Board Rules. This statement must be submitted in original format and scanned along with the permit application. Plans examiners cannot approve your plans without this statement and the appropriate Electronic Signature and Seal.

To acquire and use an "Electronic Digital Signature" for the purpose of an "Electronic Seal", or an "Electronic Signature", the following steps should be taken:

1. Review the State of Florida requirement for "Electronic Digital Signatures" as outlined in [Chapter 668](#) Florida Statutes;
2. Review the rules and regulations of the Governing Board of your profession or service for their acceptance and any additional requirements for "Electronic Digital Signatures" or "Electronic Seal";
3. Locate a company who acts as a "Certificate Authority" that will issue a "Digital Signature".

The following sentence is to be included in your signed and sealed statement:

“We hereby certify that all electronically submitted plans have been Signed and Sealed complying with Florida Statutes Chapters 471 and 481 and Florida Administrative Rules 61G15-23 and 61G1-16.”

Statement is to include the name and address of the project.

Statement is to include list of pages (table of contents) that are digitally signed as well as date of digital signature and responsible party (where multiple parties may be signing). A sample table to consider:

Sheet No.	Sheet Name	Sheet Issue Date	Responsible Design Professional	Signed/ Sealed Date	Certificate Authority
A-100	Arch 1 st Flr	6-1-2020	Jane Doe Architect	6-2-2020	GlobalSign
E-100	Elec 1 st Flr	5-29-2020	P.Smith Engineer	6-1/2020	Adobe