



**Engineering Services
Department
Development Services Division
Planning~Building~Inspections**

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ELECTRONIC FORMAT REQUIRED FOR CONSTRUCTION PLANS

The City of Fort Walton Beach has for the last few years and continues to streamline the building permitting process. We are now requiring electronic submission of one set of the two required construction plans to reduce paper, toner and other printing costs for design professionals, contractors and the public. This will also allow for reduced costs in archiving, scanning and the retention of record storage for the City.

Electronic Plan Submittal:	All digital files shall be PC compatible. All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat Version 7.0 or earlier.
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Submission Requirements:	One (1) Compact Disc (CD Rom), DVD, or FLASH DRIVE is required upon submittal and set up as follows:
Electronic Media Files:	Are to be numbered and organized in coordination with file descriptions. (All submitted CD, DVD or Flash Drives are non-returnable.)

Example

File A:	Building / Architectural and any MEP Designs
File B:	Energy Forms
File C:	Specifications or Other Files
File D:	Engineer Letters

Identification Requirements:	It is important to label both the disc as well as the sleeve/case. (All discs, sleeve cases and/or flash drive cover sheets are to be labeled as follows)
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Electronic Plan Submission Checklist

Date:	The plan package delivery date to the permit technician desk:
Address:(job site)	The address of the location of the work being performed
Name Address	Design professional or permit applicant's name, address, Email address and telephone Number.
Document security:	All engineered plans will require a 128-encryption "digital signature" to verify the engineer's authenticity of the seal. Files should be unlocked so we may apply the plan review approval stamp and permit number.
Page/File Orientation	All sheets shall be properly oriented so that the top of the page always is at the top of the monitor.

Revision:	When submitting any revised plans to the Engineering Services Department, a new CD or other accepted electronic format containing only the revised files shall be submitted, along with the permit or application number. The files should be saved in the same format as indicated in “ Submission Requirements ” and must NOT have the same file name as any of the initial files. For example, revisions should be named as shown in the example below:		
Example:	A1-205 rev4-12-11.pdf	Example:	A1-205 rev4-30-11.pdf

State of Florida Rules for Signing and Sealing Electronically

Information stored in electronic files representing plans, specifications, plats, reports, or other documents must be signed and sealed electronically where required by state laws as described in the Florida Statutes Chapter 471.025, 481.221 and 668.001-006.
There are many different methods that may be utilized for digitally signing and sealing a plan using commonly accepted public / private key technology provided by various vendors. It is important that any method that is utilized be accompanied by a signed and sealed statement from the professional that the method and software that have been utilized to sign and seal the plans complies with the intent of the Board Rules. Specifically, with reference to Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects or Florida Statutes Chapter 471 and Florida Administrative Code Rule 61G15-23.003 for Engineers.

See Rule Below

<p>61G15-23.003 Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.</p> <p>(1) Engineering work which must be sealed under the provisions of Section 471.025, F.S., may be signed electronically or digitally as provided herein by the professional engineer in responsible charge. As used herein, the terms “digital signature” and “electronic signature” shall have the meanings ascribed to them in Sections 668.003(3) and (4), F.S. The affixing of a digital or electronic signature to engineering work as provided herein shall constitute the sealing of such work.</p> <p>(a) A scanned image of an original signature shall not be used in lieu of a digital or electronic signature.</p> <p>(b) The date that the electronic signature file was created or the digital signature was placed into the document must appear on the document in the same manner as date is required to be applied when a licensee uses the manual sealing procedure set out in Rule 61G15-23.002, F.A.C.</p> <p>(2) A professional engineer utilizing a digital signature to seal engineering work shall assure that the digital signature is:</p> <p>(a) Unique to the person using it;</p> <p>(b) Capable of verification;</p> <p>(c) Under the sole control of the person using it;</p> <p>(d) Linked to a document in such a manner that the electronic signature is invalidated if any data in the document are changed.</p> <p>(3) A professional engineer utilizing an electronic signature to seal engineering work shall create a “signature” file that contains the engineer’s name and PE number, a brief overall description of the engineering documents, and a list of the electronic files to be sealed. Each file shall have an authentication code defined as an SHA-1 message digest described in Federal Information Processing Standard Publication 180-3 “Secure Hash Standard,” October 2008, which is hereby adopted and incorporated by reference by the Board and can be obtained from the Internet Website: http://www.flrules.org/Gateway/reference.asp?No=Ref-00790 or http://csrc.nist.gov/publications/fips/fips180-3_final.pdf. The licenses shall then create a report that contains the engineer’s name and PE number, a brief overall description of the engineering documents in question and the authentication code of the signature file. This report shall be printed and manually signed, dated, and sealed by the professional engineer in responsible charge. The signature file is defined as sealed if the signature file’s authentication code matches the authentication code on the printed, manually signed, dated and sealed report. Each electronic file listed in a sealed signature file is defined as sealed if the listed authentication code in the signature file matches the electronic file’s computed authentication code.</p>
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