

# SIGN AND SEAL REQUIREMENTS

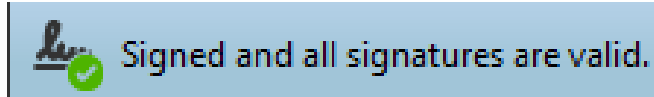
The City of Weston will only accept the following in order to properly validate a professionally signed and sealed document:

- 1. Hardcopy/Paper (In-Person)**- Hardcopies must be signed and sealed by the licensed professional. Sealed documents can be submitted in-person for validation. Once your documents have been validated, they will be scanned into the City's permit system for review. Scanning charges will be applied per page/sheet. Please reference the City's Schedule of Fees for more information.
- 2. Digitally Signed and Sealed (Online Preferred Method)**- Requirements for digitally signing and sealing of plans and documents are set forth by the regulations of the appropriate professional board of licensing. A digital signature must conform with the latest Florida State Statute requirements: **471.025 & Florida Administrative Code 61G15-23.003. The City will only accept PDF documents.**



# DIGITAL SIGNATURE

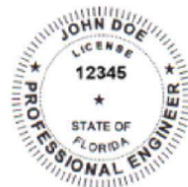
The “digital sign and seal” method requires purchasing a subscription from a third-party digital certificate authority. When the City receives a PDF document that has been signed and sealed digitally, we can instantly confirm the document’s validity which allows for immediate processing.



The advantage of “digital sign and seal” is it eliminates the need for a paper document to be produced and distributed, allowing for 100% paperless and streamlined processing. Florida State Statutes define the format Engineers and Architects may use to digitally sign & seal. Please refer to your respective professional board of licensing for more information.

## COMPONENTS OF A PROPER DIGITAL SIGNATURE

- ✓ **Digital Certificate** - A way of proving your identity in online transactions and is unique to you when signing a document.
- ✓ **Certificate Authority (CA)** - A third-party verification entity that certifies your identity with a digital certificate. At the time of this writing Adobe works with the following certificate authorities:
  - Entrust
  - GlobalSign
  - OpenTrust
  - Symantec
  - Identrust
  - DigiCert
- ✓ **Professional’s Seal** – Scan of the wet stamp of the professional's seal that is added to the Digital Signature design.



This item has been electronically signed and sealed by John Doe using a Digital Signature and date. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

John Doe  
cn=John Doe, o=Certificate  
Authority, ou=ADOBE(r)-CDS,  
email=JohnDoe@westonfl.or  
g, c=US  
2018.03.26 11:29:29 -04'00'

