

Instructions for Submitting Independent Documents and Engineer Report Cover Letters

1. PROJECT PLANS, SPECIFICATIONS, OR REPORTS:

- A. **Save the document electronically to a PDF** -PDF drawings should be 11 x 17 inches, (the original drawings must be drawn to scale). All necessary information must be clear and legible. (In accordance to 61G15-23.003, F.A.C., permitting drawings and specifications must be officially signed, sealed, and dated by engineer of record digitally or electronically, even if you have already hand-signed, and sealed the document. Scanning the document alone does not constitute an officially digital or electronic signed document).
- B. **After saving the PDF, view Document Properties** and set levels of securities by selecting View, Properties.
- C. **Certify the Document – (if using adobe acrobat, you can follow the procedures below. Other PDFs may have other procedures for certifying)** Under the View Menu Bar, Select Show/Hide from the drop down menu to set up sign and certification shortcuts buttons. You must set up a Digital ID in order to use these functions.
 - a. Once the document is certified, it will show a ribbon indicating the person who certified the document.
 - b. Click on the signature Panel key to the right of the document and you will notice a sidebar with the PE's name who certified the document.
- D. **Retrieve the SHA-1 digest number.**
 - a. Click on the PE name and go to Certificate Details.
 - b. Click on the Details tab and the SHA-1 digest numbers to record on the Cover Letter submittal.

2. PREPARE ENGINEER'S REPORT/COVER LETTER

After completing the form below, the licensee in accordance with Rule 61G15-30.009, F.A.C., shall print out, sign, seal, and date this report form. The copy can be scanned and sent to the [appropriate DEP office](#). When emailing, please follow the instructions listed on the program area's Electronic Submittal Instructions in order to follow the appropriate naming convention. **The licensee must retain the hardcopy.**

Please do not send a check prior to the electronic submission. Applicants may pay via the [FDEP Business Portal](#) once a permit number has been assigned. Alternatively, a check may be sent to the Program Area or appropriate District office with the name of the project, facility and permit number or facility ID number, if known.

Send completed applications and submittal package, properly signed, sealed and dated to the email address and FTP sites noted on each Program's Forms page.

ELECTRONIC PERMIT APPLICATION SUBMITTAL

P.E. Name _____

P.E. Number _____

Date of Document Sealing _____

P.E. Contact information (Address, Telephone# and Email address)

Name and Description of the project

Permit Number#

Site Name

Check # (If known and submitting payment by mail)

Brief overall description of the engineering documents in question _____

Name of Document _____

SHA-1 Authentication codes (Digest and Public Key) _____

PE Certification Statement (Signature, Seal, and Date)

(Seal)

This dialog allows you to view the details of a certificate and its entire issuance chain. The details correspond to the selected entry.

Show all certification paths found

Caroline Shine <Caroline

Summary Details Revocation Trust Policies Legal Notice

Certificate data:

Name	Value
SHA1 digest	25 D2 C1 7D 53 56 5E C2 72 08 27 F
X.509 data	30 82 02 A9 30 82 02 12 A0 03 02 01
1.2.840.113583.1.1.10	<see details>
Key usage	Sign transaction, Encrypt docume
SHA1 digest of publ...	<see details>
Public key	RSA (1024 bits)
Valid to	2018/07/11 00:35:33 -04'00'

25 D2 C1 7D 53 56 5E C2 72 08 27 F2 9A D7 5B C3 59 D2 EF CB

This is a self-signed certificate. The selected certificate path is valid.

The path validation checks were done as of the signing time:
2014/03/13 13:00:31 -04'00'

OK