

Guidelines for Electronic Plan Submittal

- Documents that are required to be signed and sealed by a Florida Registered Professional must be digitally signed and sealed through a Third Party Certificate Authority (CA). Scanned copies of signed and sealed documents submitted in electronic format are not an accepted electronic submittal method.
- Each page of the plans must be digitally signed and sealed.
- Plan pages need to be properly oriented in landscape mode to include a north arrow.
- Each page of the plan set must have a graphic scale.
- Plans must be drawn to scale.
- All submittal documents must be in portrait orientation.
- Plans that are digitally signed and sealed must not be password protected (locked).
- Physical copies identical to the Digitally Signed and Sealed electronic plans may be requested and required for St. Johns County staff review.
- Scanned copies of signed and sealed documents submitted in electronic format are not an accepted electronic submittal method.

Guidelines for Digital Signatures

All digital signatures must comply with Florida Statutes Chapter 481, Florida Administrative Rule 61G1-16.005 for Architects and Florida Statutes Chapter 471, Florida Administrative Code Rule 61G15-23.003 for Engineers.

It is the purchaser's responsibility to ensure that the Certificate Authority (CA) services utilized meets the requirements of the Florida Statutes and Administrative Rules.