

# Electronic Document Submission Instructions

## Mining and Mitigation Program

The Department of Environmental Protection (DEP) has implemented a paperless permitting process that will allow for the electronic submission of applications, forms, requests for information and other documents. In order to complete the electronic forms, you must have Adobe Reader 8.0 or higher. We suggest that you [download Adobe Reader](#), which is free, from Adobe.

The steps below may be used to submit forms and supporting documents relating to applications, reclamation plans, notices, reports and replies to Requests for Additional Information. These procedures may also be used to provide post-issuance compliance documents such as annual reports, monitoring reports, and as-built plans.

- 1) Complete all required forms using **Adobe Reader**.
- 2) If the form requires a signature, sign the form electronically by clicking on the signature field and following the step-by-step instructions.
- 3) Electronic engineering plans and certain reports must be electronically sealed by an appropriate Florida registered professional. If an electronic seal has not been purchased, below is a list of vendors that offer electronic seals:
  - a. [Adobe EchoSign](#)
  - b. [Cosign Digital](#)
  - c. [DigiCert](#)
  - d. [RightSignature](#)
  - e. [VeriSign](#)

**NOTE:** If you do not have the capability to submit electronically sealed plans, specifications, reports or other documents, two options are available:

- a. Hard copies of the completed documents with all required attachments and fees may be mailed to the address below, or
  - b. Documents may be submitted electronically followed up by an engineer report cover letter as described in the [Instructions for Submitting Independent Documents and Engineer Report Cover Letters](#).
- 4) Save each document with a title as follows:
    - a. If the submittal is associated with an existing permit, plan, or application, include the file number in the name (e.g., 123456-001)
    - b. If the submittal is not associated with an existing permit, plan, or application, include an abbreviation of the type of document in the name:
      - ERP – Environmental Resource Permit
      - WRP – Wetland Resource Permit
      - CRP – Reclamation Plan or a Notice of Mining Other Resources
      - FD – Formal Delineation of Wetlands and Other Surface Waters
    - c. Additional descriptors in the document name may include:
      - REP – Report for Application

FIG – Plans or Other Figures  
AR – Annual Report  
MR – Monitoring Report  
NOT – Notification  
RRAI – Response to a Request for Additional Information

- 5) **The size limit for e-mail is 20 MB.** If the e-mail and all attachments will be less than 20 MB, send to [MiningAndMitigation@dep.state.fl.us](mailto:MiningAndMitigation@dep.state.fl.us).
- 6) If your documents are too large to send via e-mail they may be uploaded to DEP's external FTP site using the naming conventions outlined above. A folder may be created to contain multiple documents for a single project. **See the attached instructions for using the FTP site.** After copying the documents to the FTP site, send an e-mail notice of the submittal with the folder name to [MiningAndMitigation@dep.state.fl.us](mailto:MiningAndMitigation@dep.state.fl.us).
  - [For mining](#)
  - [For formal determinations](#)
- 7) Applications for environmental resource permits for mines may also use e-Permitting.
- 8) If you do not have the capability to submit your document(s) electronically, mail your completed documents to:

Mining and Mitigation Program  
Department of Environmental Protection  
Bob Martinez Center  
2600 Blair Stone Road, Mail Station 3577  
Tallahassee, Florida 32399-2400
- 9) You will receive an e-mail confirmation that your filing has been received as well as a file number.
- 10) Provide the appropriate application fee as provided in Rule 62-4.050(4), F.A.C. Payment can be made by check payable to the Department of Environmental Protection at the address provided above. After you receive the file number, payment can also be made and processed quicker using e-Payments at the DEP Business Portal.

## **Division of Water Resource Management Instructions for the Electronic Submission of Sealed Documents**

By following the Florida Board of Professional Engineers requirements outlined in 61G15-23.003 FAC Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents, applicants can submit all Division of Water Resource Management Permitting documents electronically in Portable Document Format (pdf). The benefits of this paperless process include improved customer service through faster processing, while reducing mailing, shipping, printing and filing costs.

The terms “certification authority,” “digital signature” and “electronic signature” shall have the meanings ascribed to them in Sections 668.003(2), (3) and (4), F.S. and referenced in 61G15-23.003 F.A.C.

- 1) **“Certificate”** means a computer-based record which:
  - (a) Identifies the certification authority.
  - (b) Identifies the subscriber.
  - (c) Contains the subscriber’s public key.
  - (d) Is digitally signed by the certification authority.
  
- 2) **“Certification authority”** means a person who issues a certificate.
  
- 3) **“Digital signature”** means a type of electronic signature that transforms a message using an asymmetric cryptosystem such that a person having the initial message and the signer’s public key can accurately determine:
  - (a) Whether the transformation was created using the private key that corresponds to the signer’s public key.
  - (b) Whether the initial message has been altered since the transformation was made.

A “key pair” is a private key and its corresponding public key in an asymmetric cryptosystem, under which the public key verifies a digital signature the private key creates. An “asymmetric cryptosystem” is an algorithm or series of algorithms which provide a secure key pair.
  
- 4) **“Electronic signature”** means any letters, characters, or symbols, manifested by electronic or similar means, executed or adopted by a party with an intent to authenticate a writing. A writing is electronically signed if an electronic signature is logically associated with such writing.
  
- 5) **“Authentication Code”** is defined as a **Secure Hash Algorithm (SHA-1)** message digest described in Federal Information Processing Standard Publication 180-3 “Secure Hash Standard,” October 2008 Board and can be obtained from [http://csrc.nist.gov/publications/fips/fips180-3\\_final.pdf](http://csrc.nist.gov/publications/fips/fips180-3_final.pdf). These algorithms enable the determination of a message’s integrity: any change to the message will, with a very high probability, result in a different message digest.

**A. Instructions to Professional Engineers/Applicants signing and sealing electronically transmitted plans, specifications, reports and other documents using Electronic Signatures:**

The purpose of these instructions is to help applicants comply with the electronic signing and sealing requirements set forth by the Board of Engineers.

**Applicants using Electronic Signatures:** 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.

*Coastal Construction Control Line and Joint Coastal Permit customers do not have the ability to pay through the Business Portal and must mail their check to the Program office with the name of the project notated.*

**Submitting independent documents and Engineer Report Cover Letters (Email):**

**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 Central District FDEP (see email instructions below). When emailing, name this Document as **Engineer Signature File/ Electronic PW Permit Application Submittal/Name of the Project/Facility ID.**  
**The licensee must retain the hardcopy.**

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.

Example: Signature File (**ENGINEER REPORT/COVER LETTER**)

**ELECTRONIC PW PERMIT APPLICATION SUBMITTAL. PAYMENT WILL BE SENT BY MAIL.”**

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

Brief overall description of the engineering documents in question \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Document

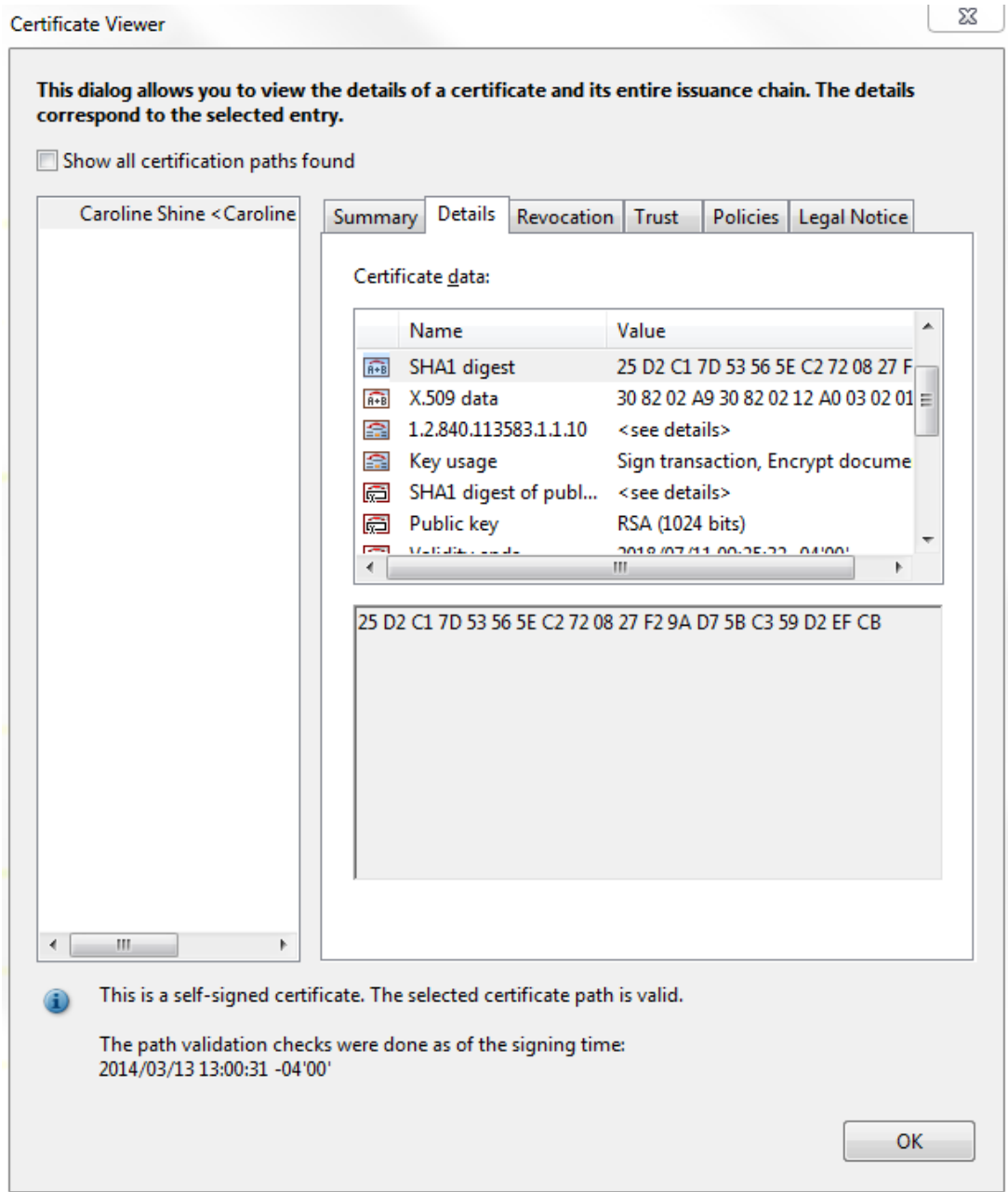
SHA-1 Authentication codes (Digest and Public Key)

XXX, 16-page DD

\_\_\_\_\_

PE Certification Statement, Signature, Seal, and Date

(Seal)



(Please refer to the rules referenced below in meeting the Florida Board of Professional Engineering's specific requirements for clarity)

## REFERENCES

### **61G15-23.002 Seal, Signature and Date Shall Be Affixed.**

(1) A professional engineer shall sign by hand the licensee's handwritten signature (facsimiles are not acceptable) and affix the licensee's seal:

(a) To all final drawings, specifications, plans, reports, or documents prepared or issued by the licensee and being filed for public record; and

(b) To all final documents provided to the owner or the owner's representative;

(c) In addition, the date that the signature and seal is affixed as provided herein shall be entered on said plans, specifications, reports, or other documents immediately adjacent to the signature of the professional engineer.

(d) In order to comply with the requirements of this rule, a licensee is not required to seal, sign and date documents other than those referenced in paragraph (a) or (b). This provision does not obviate any requirement of any public entity or any provision of contract which may require the sealing, signing and dating of additional original documents.

(2)(a) Every sheet of plans and prints which must be sealed under the provisions of Chapter 471, F.S., shall be sealed, signed and dated by the professional engineer in responsible charge.

(b) When an engineer must seal, sign and date engineering specifications or calculations under the provisions of Section 471.025, F.S., and subsection (1) of this rule, an index sheet for engineering specifications and calculations may be used. The index sheet must be signed, sealed and dated by those professional engineers in responsible charge of the production and preparation of each section of the engineering specifications or calculations, with sufficient information on index sheet so that the user will be aware of each portion of the specifications or calculations for which each professional engineer is responsible. In addition, the index sheet shall include at a minimum:

1. The name, address and license number of each engineer in responsible charge of the production of any portion of the calculations or specifications.

2. Identification of the project, by address or by lot number, block number, section or subdivision and city or county.

3. Identification of the applicable building code and chapter(s) that the design is intended to meet.

4. Identification of any computer program used for engineering the specifications or calculations.

(c) Engineering reports which must be signed, sealed and dated under the provisions of Section 471.025, F.S., and subsection (1) of this rule shall be sealed, signed and dated by utilizing a signature page or cover letter that is sealed, signed and dated by each professional engineer who is in responsible charge of any portion of the report.

(3)(a) A title block shall be used on each sheet of plans or prints and shall contain the printed name, address, and license number of the engineer who has sealed, signed and dated the plans or prints.

(b) If the engineer sealing, signing and dating engineering plans or prints is practicing through a duly authorized engineering business, the title block required by paragraph (2)(a) shall contain the name, address and certificate of authorization number of the engineering business.

(c) If the licensee(s) sealing, signing and dating engineering specifications, calculations or reports is practicing through a duly authorized engineering business, the name, address and certificate of authorization number of the engineering business shall be placed on the index sheet, signature page or cover letter incorporated into or accompanying all engineering specifications, calculations or reports.

(4) Engineers working for local, State or Federal Government agencies shall legibly indicate their name and license number, and shall indicate the name and address of the agency on all documents that are required to be sealed, signed and dated.

(5) A professional engineer may only seal an engineering report, plan, print or specification if that professional engineer was in responsible charge, as that term is defined in subsection 61G15-18.011(1), F.A.C., of the preparation and production of the engineering document and the professional engineer has the expertise in the engineering discipline used in producing the engineering document in question.

(6) A professional engineer shall not seal original documents made of mylar, linen, sepia or other materials which can be

changed by the entity with whom such document(s) are filed unless the professional engineer accompanies such document(s) with a signed and sealed letter making the receiver aware that copies of the original document as designed by the professional engineer have been retained by the professional engineer and that the professional engineer will not be responsible for any subsequent changes to the reproducible original documents.

(7) A professional engineer shall not seal plans, reports or other documents which are not final documents unless the professional engineer clearly notes any limitations on the use of the documents or plans on the face of the documents or plans, by using terms such as "Preliminary," "For Review Only," "Not for Construction," or any other suitable statement which denotes that the documents are for limited use, are not final and are not intended for permit, construction, or bidding purposes.

(8) Engineers who wish to sign and seal electronically transmitted plans, specifications, reports, final bid documents, or other documents shall follow the procedures set forth in Rule 61G15-23.003, F.A.C.

*Rulemaking Authority 471.025 FS. Law Implemented 471.025 FS. History—New 1-8-80, Amended 1-20-85, Formerly 21H-23.02, Amended 5-14-86, Formerly 21H-23.002, Amended 11-15-94, 8-18-98, 2-3-00, 2-22-01, 2-5-04, 1-31-08, 5-6-09.*



**61G15-23.003 Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents.**

(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 "certification authority," "digital signature" and "electronic signature" shall have the meanings ascribed to them in Sections 668.003(2), (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.

(a) A scanned image of an original signature shall not be used in lieu of a digital or electronic signature.

(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.

(2) A professional engineer utilizing a digital signature to seal engineering work shall have their identity authenticated by a certification authority and shall assure that the digital signature is:

(a) Unique to the person using it;

(b) Capable of verification;

(c) Under the sole control of the person using it;

(d) Linked to a document in such a manner that the electronic signature is invalidated if any data in the document are changed.

(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](http://csrc.nist.gov/publications/fips/fips180-3_final.pdf). The licensees 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 signed and sealed report shall be sent to the authority having jurisdiction either by hardcopy or electronic scan; if scanned and sent electronically. The hardcopy signed and sealed report shall be retained by the licensee in accordance with Rule 61G15-30.009, F.A.C. The signature file is defined as sealed if the signature file's authentication code matches the authentication code on the 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.

(4) A professional engineer signing and sealing a document in electronic form that contains multiple plan sheets or pages may apply a single digital signature as set out in subsection 61G15-23.003(2), F.A.C., or an electronic signature set forth in subsection (3). A single signature applied to a document in electronic form shall have the same force and effect as signing all of the individual sheets or pages in the set contained in said document unless otherwise limited by elements of the project for which the engineer does not intend to accept responsibility by use of qualifying language, as set out in subsection 61G15-30.003(3), F.A.C. In the case where multiple engineers of record are to sign and seal a single document file, each shall apply their digital or electronic signature and include qualifying language in said signature, or in the text of the document thoroughly describing what portions they take responsibility for.

*Rulemaking Authority 471.025(1), 668.006 FS. Law Implemented 471.025 FS. History—New 8-18-98, Amended 9-4-05, 5-6-09, 1-5-12, 8-20-12, 12-10-13.*