

Instructions for Architects, Engineers, and Surveyors

Electronic documents must be digitally signed, but not certified. As with paper plans, apply a picture of your seal to each sheet. Compile sheets into a single file with seals on each page, and *then* apply your digital signature to the cover sheet. Any compiling done after sheets are signed will invalidate the signature.

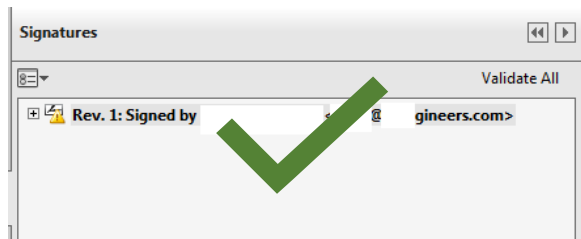
Some documents, like specification books, will require signatures from multiple signers. In this case, use one of the three options below:

1. Compile the document with the seals for each design professional on the cover page. Then have each design professional add their digital signature, one at a time, on that cover page, being careful not to make changes to the document that would invalidate previous signatures.
2. Have the lead applicant for the project sign and seal the full document. Have each additional design professional sign and seal a separate attachment that has the title and table of contents for the full document or for the pages they are responsible for. Send as multiple documents.
3. Divide the document into separate documents for each discipline/design professional and have each design professional seal and sign their section. Send as multiple documents.

Examples of a valid signature/seal



A common error that many applicants make is *certifying* instead of *signing*. Because certifying prevents plan reviewers from performing critical functions needed to complete a review, documents must be signed but not certified.



How to Create and Apply a Digital Signature: Tutorial and Screenshots

To sign documents using Adobe Acrobat or BlueBeam Revu, the first step is to create a “self-signed digital ID.” The digital ID is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It proves your identity every time you use it to sign a file.

- Create a digital ID using Adobe Acrobat page 2
- Create a digital ID using BlueBeam Revu page 8

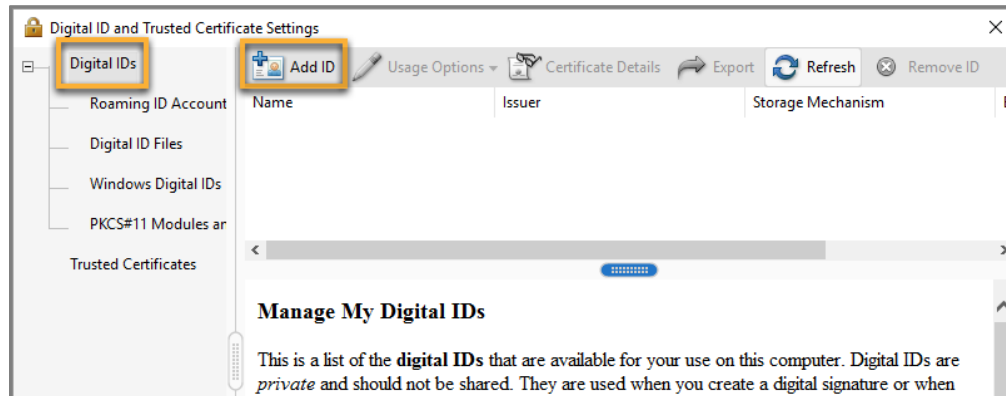
You do not need to create a digital ID each time. If your ID is already created, skip to...

- Use your digital ID to sign a file in Adobe Acrobat page 5
- Use your digital ID to sign a file in BlueBeam Revu page 9

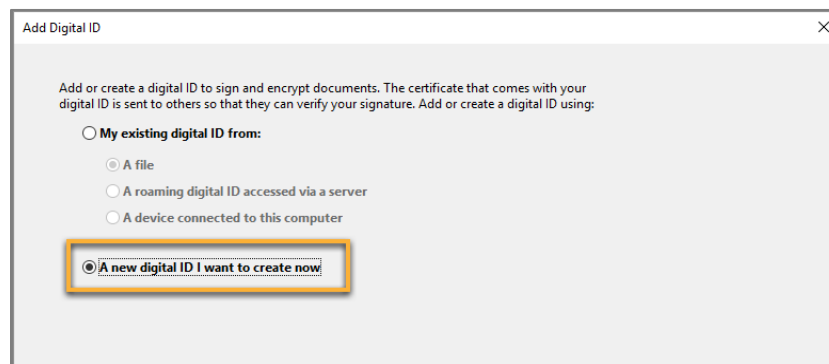
Create a self-signed digital ID using Adobe Acrobat

These instructions are from Acrobat's user guide available here: <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

1. In Acrobat, click the **Edit** menu and choose **Preferences**, then choose **Signatures**.
2. On the right, click **More** for **Identities & Trusted Certificates**.
3. Select **Digital IDs** on the left, and then click the **Add ID** button.



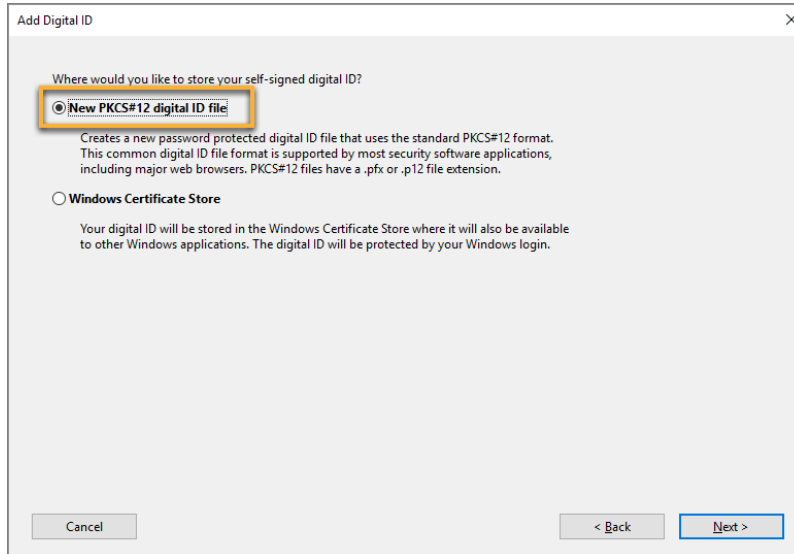
4. Select the option **A New Digital ID I Want To Create Now**, and click **Next**.



5. Specify where to store the digital ID, and click **Next**. Use the option that best fits your needs.

New PKCS#12 Digital ID File: Stores the digital ID in a file that can be used in both Windows and Mac OS.

Windows Certificate Store (Windows only): Stores the digital ID in a common location for Windows applications.



Add Digital ID

Where would you like to store your self-signed digital ID?

New PKCS#12 digital ID file

Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

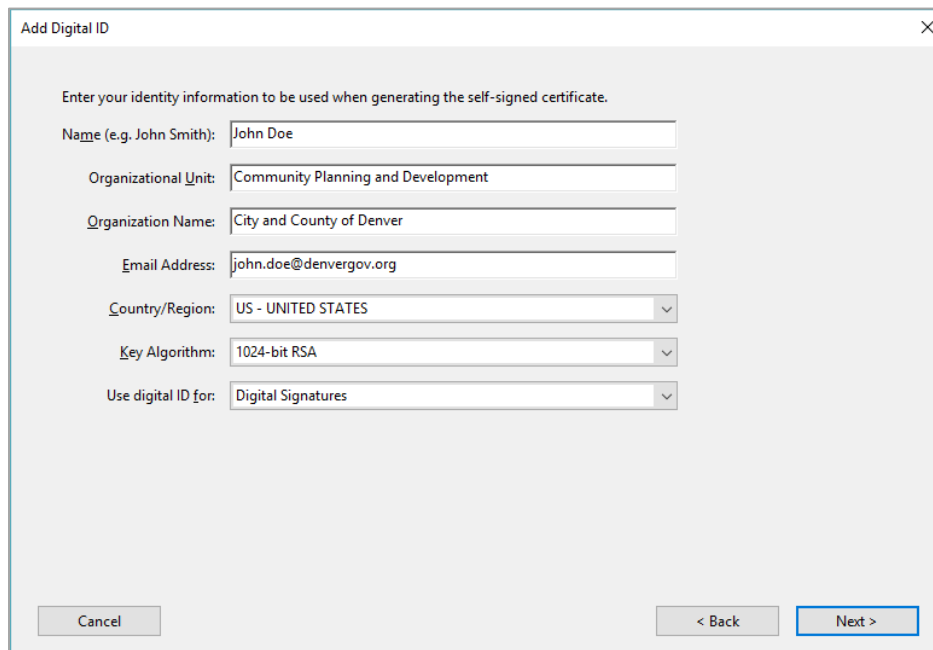
Windows Certificate Store

Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

Cancel < Back Next >

6. Do the following:

- Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
- Choose the 1024-bit RSA option from the **Key Algorithm** menu.
- From the **Use Digital ID For** menu, choose whether you want to use the digital ID for signatures, data encryption, or both. For signing building plans/documents, you only need to choose “signatures.”
- Click **Next**.



Add Digital ID

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith): John Doe

Organizational Unit: Community Planning and Development

Organization Name: City and County of Denver

Email Address: john.doe@denvergov.org

Country/Region: US - UNITED STATES

Key Algorithm: 1024-bit RSA

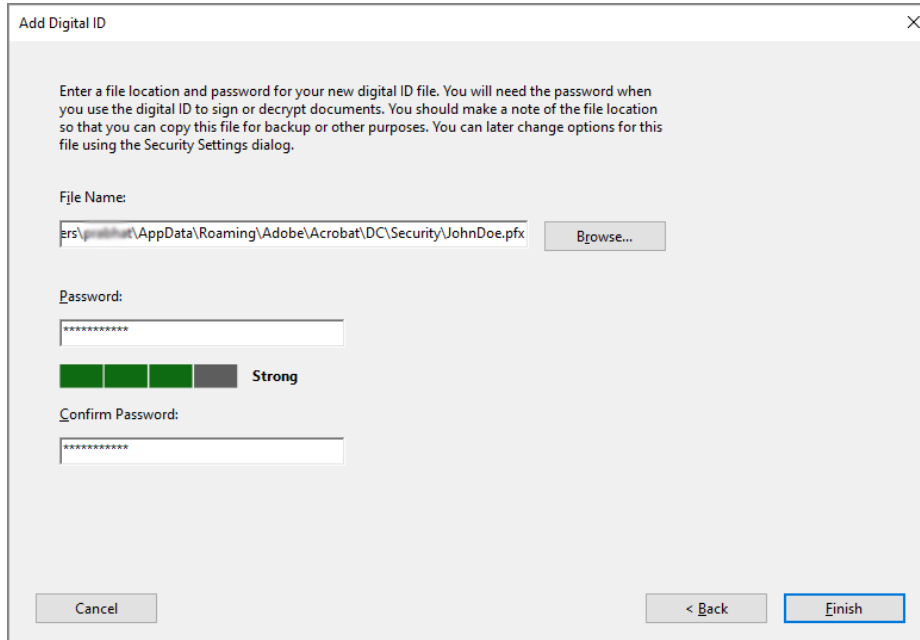
Use digital ID for: Digital Signatures

Cancel < Back Next >

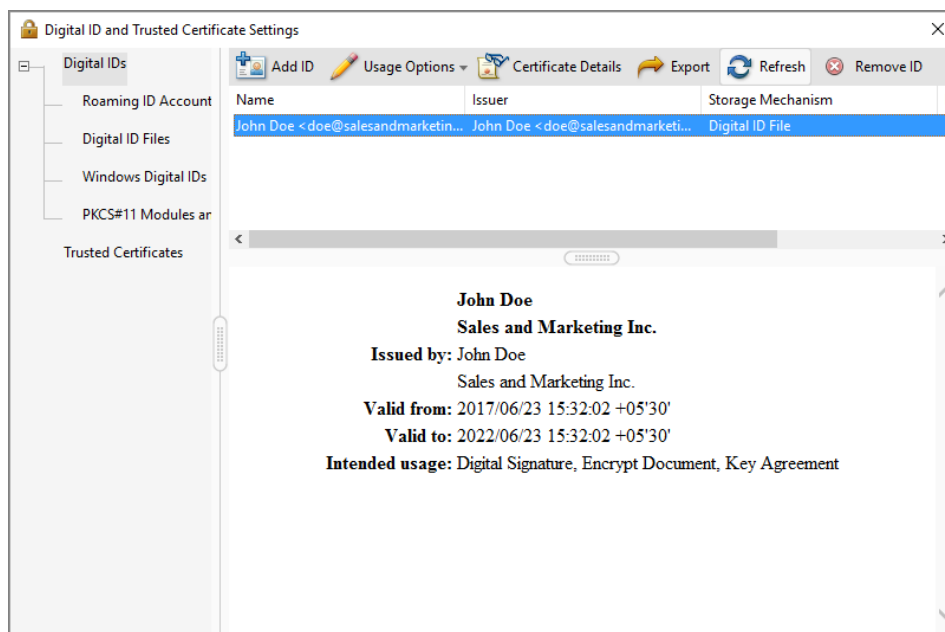
7. Do the following:

- Type and confirm a password for the digital ID file. You will need this password each time you use your ID.
- The digital ID file is stored at the default location as shown in the **File Name** field. If you want to save it somewhere else, click **Browse** and choose the location. Make a note of where your ID is stored.
- Click **Finish**.

If a digital ID file with the same name exists, you're prompted to replace it. Click **OK** to replace, or browse and select a different location to store the file.



- The ID is created. **NOTE:** Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.

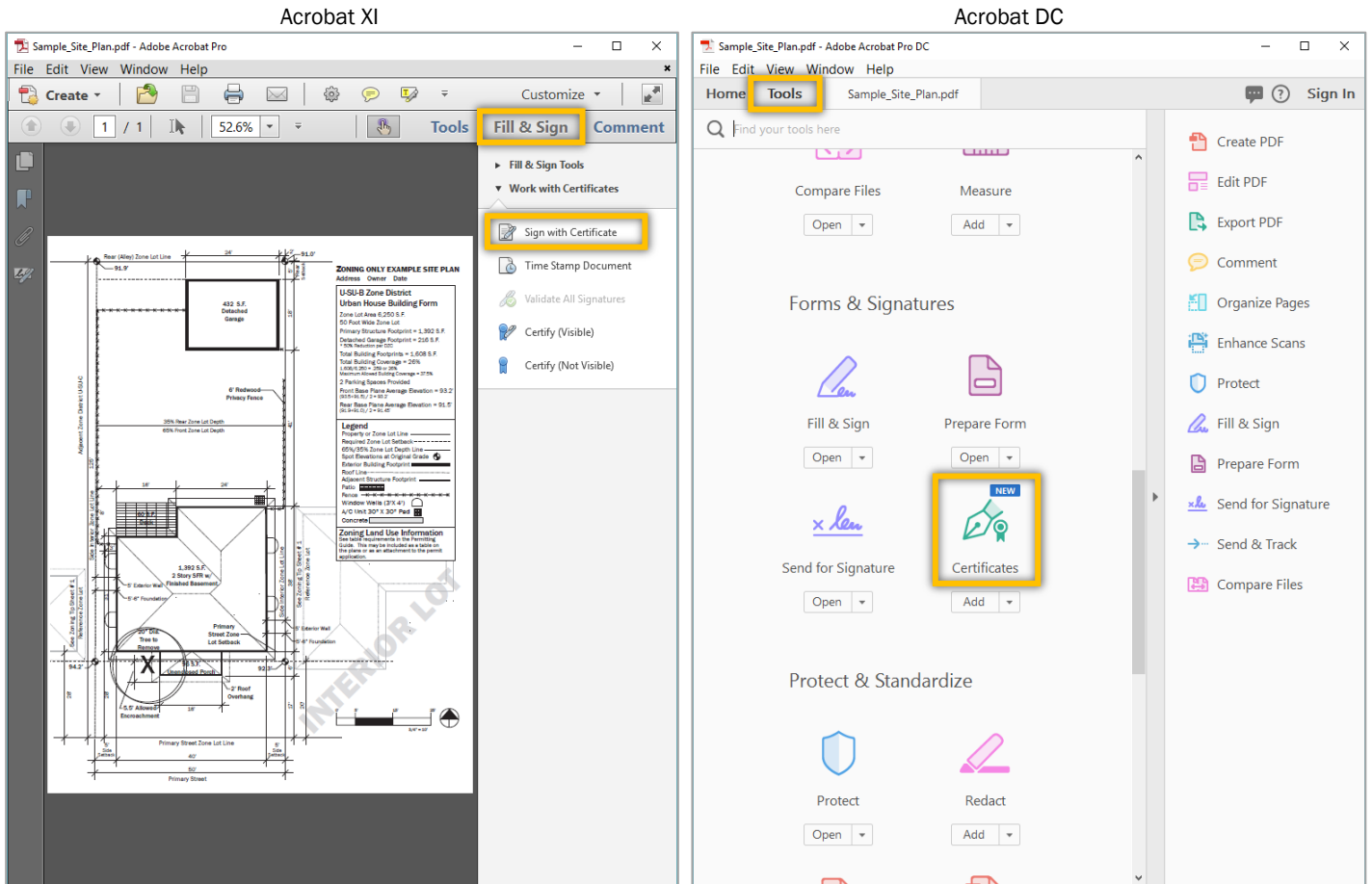


Use your digital ID to sign a PDF file in Adobe Acrobat

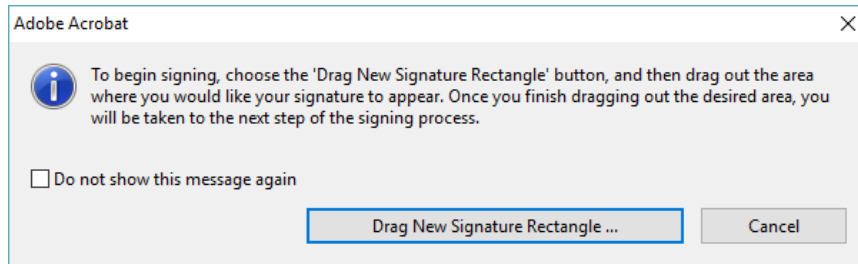
This process may vary slightly depending on which version of Acrobat you use.

1. Open the file to be signed.
2. In Acrobat XI, click **Fill & Sign** and then **Sign with Certificate**.

In Acrobat DC, click **Tools**, scroll down to **Forms & Signatures** and click the **Certificates** icon. This will open the Certificates toolbar. Click **Digitally Sign** on the toolbar.



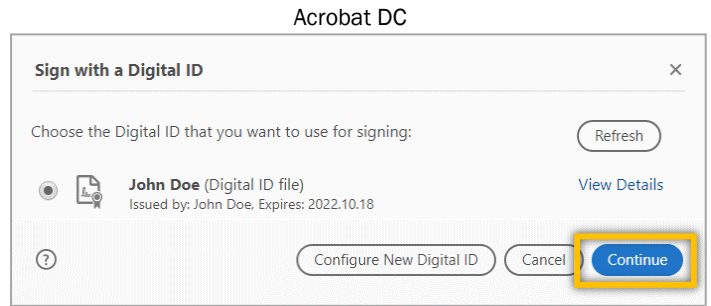
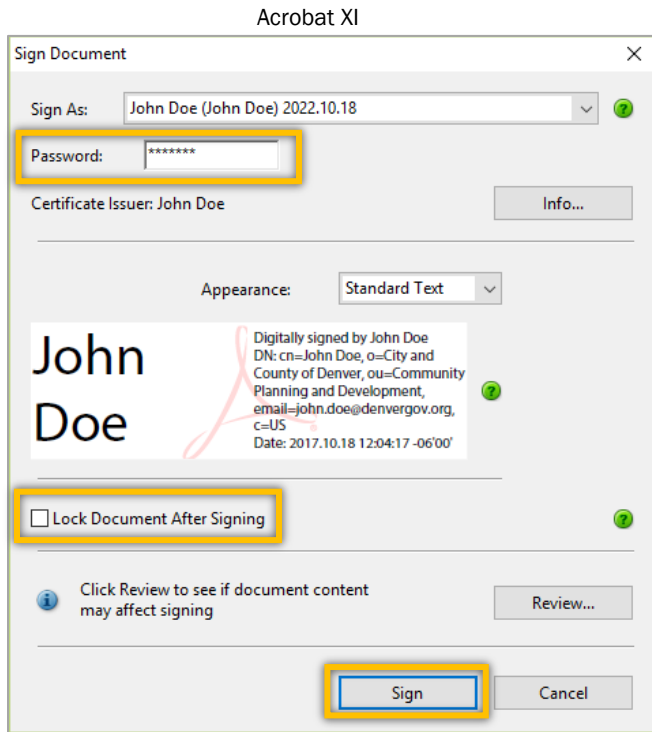
3. Click **Drag New Signature Rectangle** (or just **OK** if you are using Acrobat DC), and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.



4. Choose the digital ID you want to use for signing:

In Acrobat XI, enter your password and **un-check Lock Document After Signing**. Then click **Sign**.

In Acrobat DC, select your ID and click **Continue**. Enter your password on the next screen and **un-check Lock Document After Signing**. Then click **Sign**.



Note: If your digital ID information is not showing, you can browse your computer to find the ID file.

In Acrobat XI, open the drop-down arrow next to the Sign As field and click **New ID**, then select **My existing digital ID from...a file**.

In Acrobat DC, click **Configure New Digital ID** on the Sign with a Digital ID screen, and then select **Use a Digital ID from a file**.

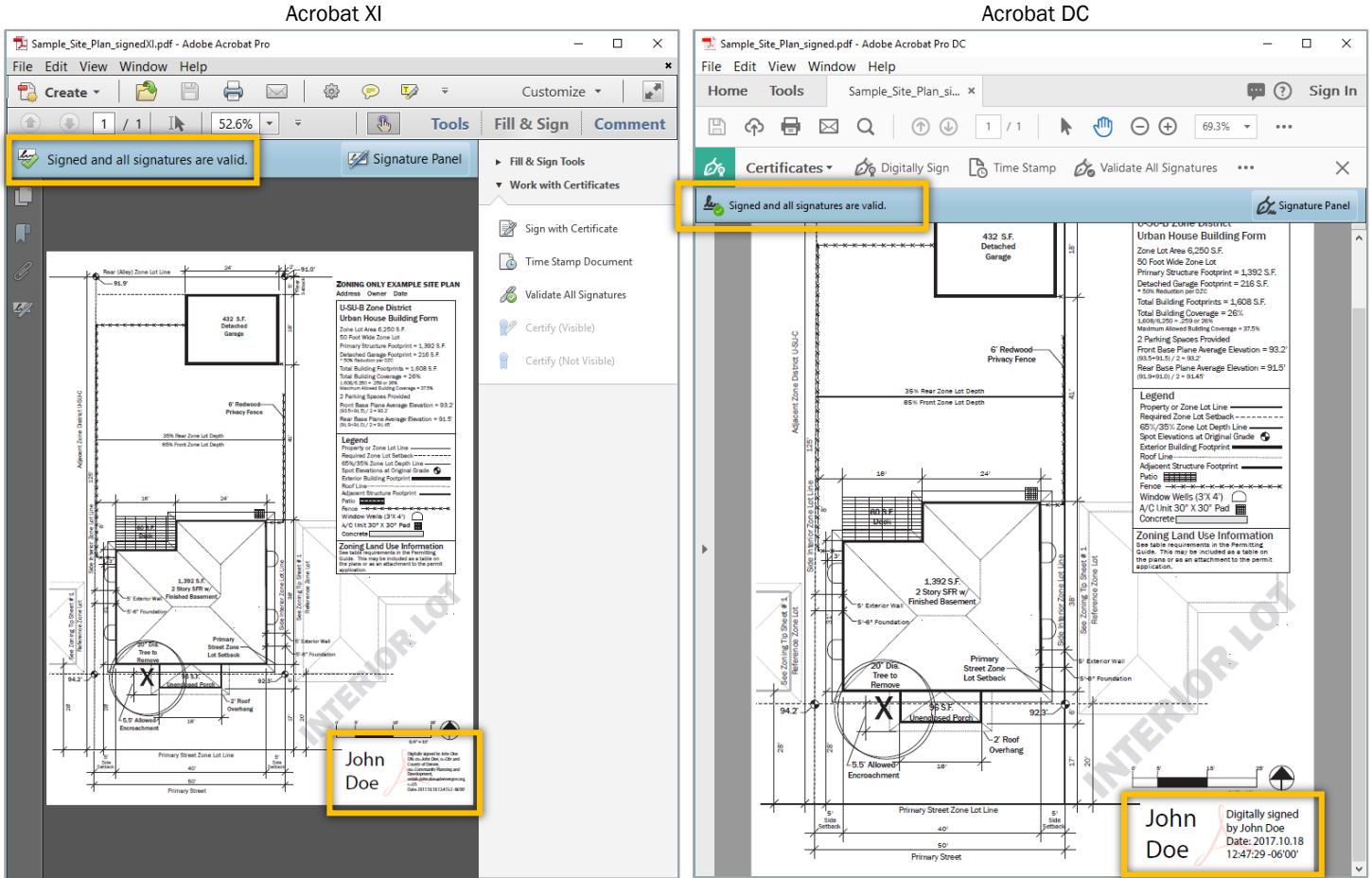
5. Once you click **Sign**, you will be prompted to save your file.

For building permit submittals, use this file naming convention: **<DocumentName>_<Address>_<Date>**

- Examples: Plans_201WColfax_9-26-2017 (for combined plan documents)
 ArchPlans_201WColfax_9-26-2017 (specify plan type when prepared and signed separately)
 StrucPlans_201WColfax_9-26-2017
 SoilsReport_201WColfax_9-26-2017; etc.

- Your document is signed and is ready to be emailed. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.

Any changes made to the file from this point on will invalidate the signature.

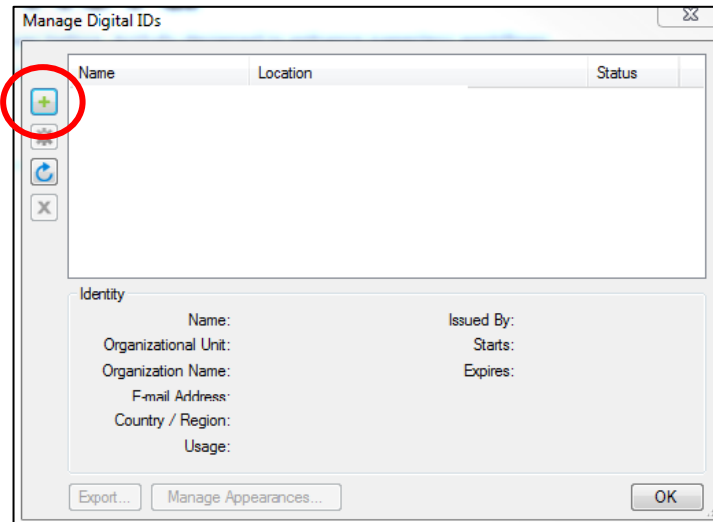


For additional help, consult the Acrobat User Guide available at <https://helpx.adobe.com/acrobat/user-guide.html>.

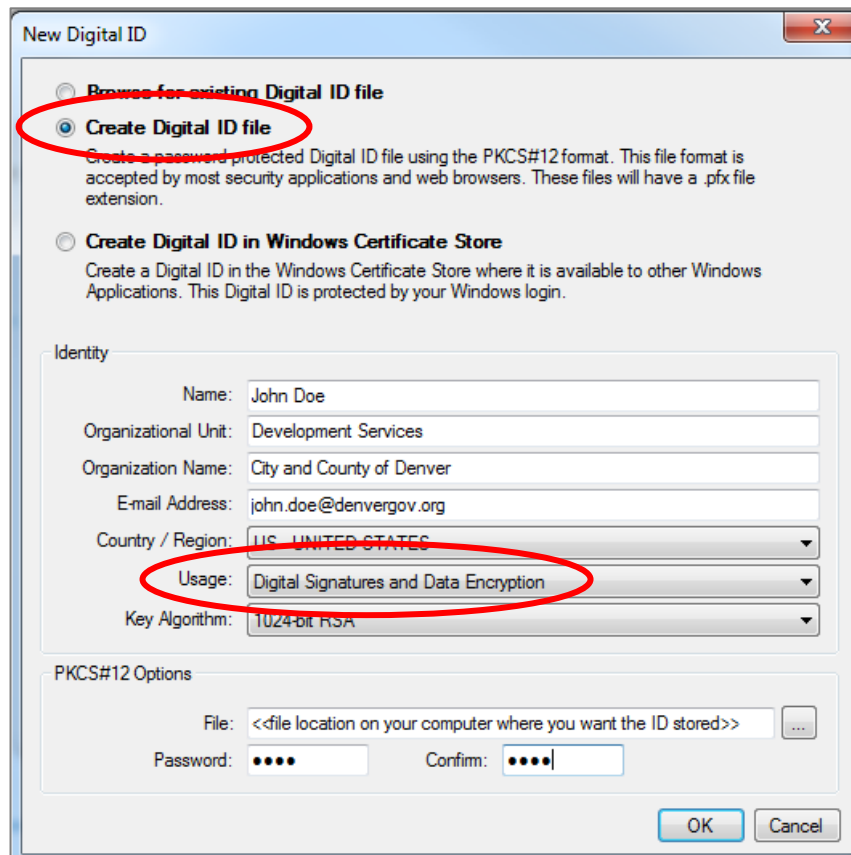
You can also use Adobe's digital ID resources available at <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

Create a digital ID using BlueBeam Revu 2017

1. In BlueBeam, click the **Document** menu and select the **Signatures** icon. Then choose **Digital IDs...**
2. On the window that appears, click the **green plus sign** to add a new signature.

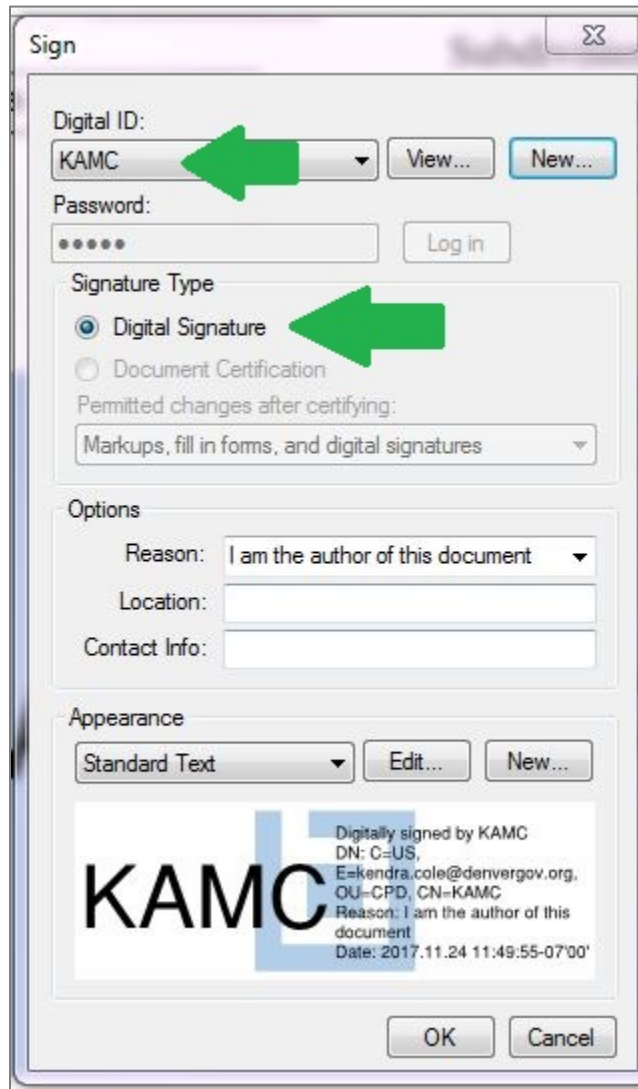


3. Select **Create Digital ID file** and in the **Usage** field, choose **Digital Signatures and Data Encryption**.
 - A. Then fill in your personal information, enter a password for the ID file, and click **OK**.



Use your digital ID to sign a file using BlueBeam Revu 2017

1. In BlueBeam, click the **Document** menu and select the **Signatures** icon. Then choose **Sign Document**.
2. Click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
3. Using the **Digital ID:** drop-down arrow, select the ID file you want to use.
 - A. Then, enter your password.
 - B. Under **Signature Type**, make sure to select **Digital Signature**.



4. Once you click **OK**, you will be prompted to save your file.