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## Effective July 1, 2015

Seminole County Development Services will no longer accept the PEDDS electronic signature signing/sealing method to coincide when the Florida Department of Transportation will sunset the use of PEDDS.

> See new information on Digital Signatures

# **PEDDS Visual User Guide**

**DEVELOPMENT SERVICES DEPARTMENT** 

February 2013





What is PEDDS? PEDDS is a free application developed by the Florida Department of Transportation. It can be downloaded to an individual computer and used to sign and seal electronic files.

- To download PEDDS Version 3.7 from the County's website, <u>click here</u>. Scroll down on the page to the section entitled "Need to download PEDDS 3.7?" Use these <u>instructions</u> to complete the download and run PEDDS.
- For more information about PEDDS, contact our Department System Administrator, Ms. Jodi Doyle at <u>idoyle@seminolecountyfl.gov</u> or by phone at 407-665-7431.

PEDDS is approved for the signing and sealing of electronic documents by Florida's Department of Business and Professional Regulation. Architects, Engineers and surveyors may use PEDDS to sign the files to be uploaded into the ePlan system.

PEDDS does not add any visual marks/pictures to your files, therefore if you wish to place a visible "seal" on the plans, this should be added <u>before</u> electronically signing the drawings and documents with PEDDS.

Coordination between the ePlan Applicant and all design professionals or sub-consultants will be necessary. All files shall be named properly as described in the <u>ePlan Applicant</u> <u>User Guide</u> before using PEDDS (coordinate this with all sub-consultants). After signing the files digitally using PEDDS, the exact same files which were signed will need to be uploaded into Seminole County's ePlan system along with a signed and sealed copy of the PEDDS Signature Document and the Signature Report. The PEDDS reports should be

uploaded to the **Documents** folder for any Building Permit or Development Project.

The original PEDDS reports must be retained by the originating design professional in their permit or project folder. These do NOT need to be sent to Seminole County.





How do I use PEDDS? Once downloaded, you will open PEDDS from an icon placed on your desktop by the PEDDS install utility. Follow the diagrams on the following pages to sign your files. This seems lengthy but for most users, it only takes a few moments after they have created a signatory and get the hang of it.







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PEDDS Visual User Guide







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PEDDS	Visual	User	Guide

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### **PEDDS and ePlan Useful Resources**

- Board of Architecture and Interior Design: <u>http://www.myflorida.com/dbpr/pro/arch/index.html</u>
- Florida Board of Professional Engineers: <u>http://www.fbpe.org/</u>
- Avolve Software (ePlan software manufacturer): <u>http://www.avolvesoftware.com/</u>
- Florida Administrative Code: <u>https://www.flrules.org/Default.asp</u>
- Florida Statutes: <u>http://www.flsenate.gov/Statutes/index.cfm</u>
- Seminole County ePlan Login Page: <u>https://eplan.seminolecountyfl.gov</u>

### **PEDDS Notes**