



**Electronic  
PLAN  
REVIEW**

**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**

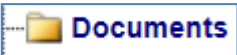
**February 2013**

**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, [click here](#). Scroll down on the page to the section entitled “**Need to download PEDDS 3.7?**” Use these [instructions](#) to complete the download and run PEDDS.
- For more information about PEDDS, contact our Department System Administrator, Ms. Jodi Doyle at [jdoyle@seminolecountyfl.gov](mailto:jdoyle@seminolecountyfl.gov) or by phone at 407-665-7431.

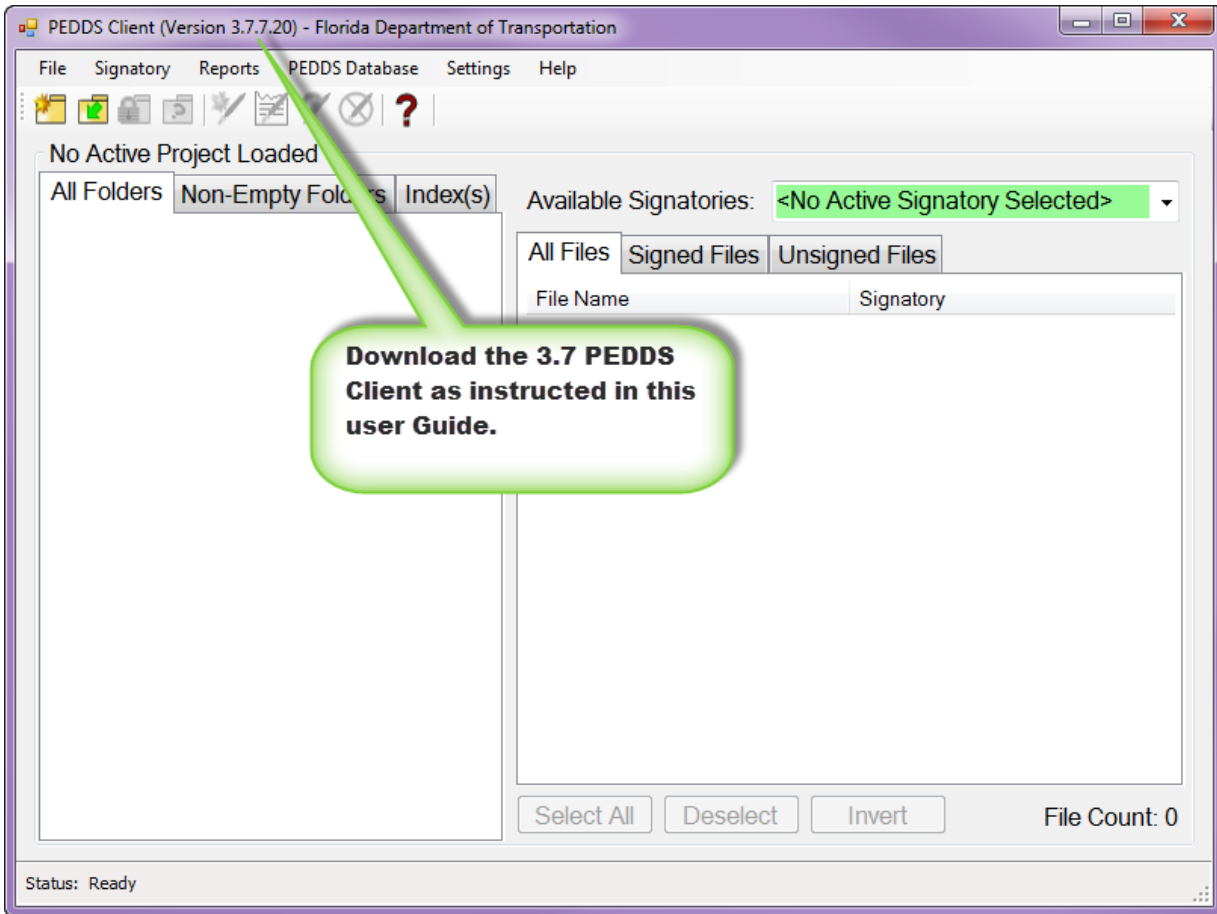
PEDDS is approved for the signing and sealing of electronic documents by Florida's Department of Business and Professional Regulation. Architects, Engineers and surveyors may use PEDDS to sign the files to be uploaded into the ePlan system.

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 before 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 [ePlan Applicant User Guide](#) 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  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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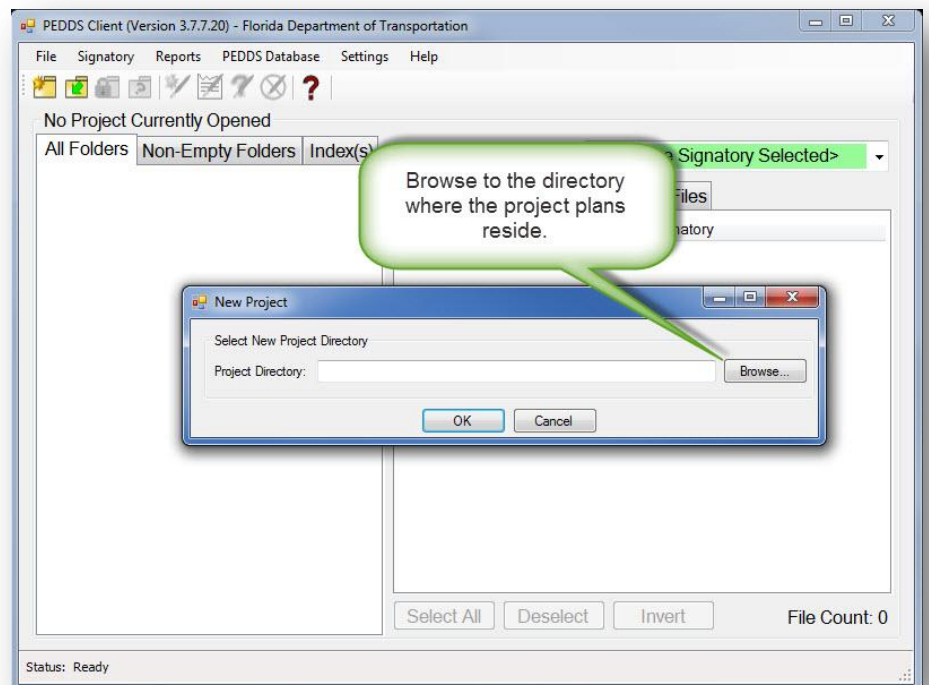
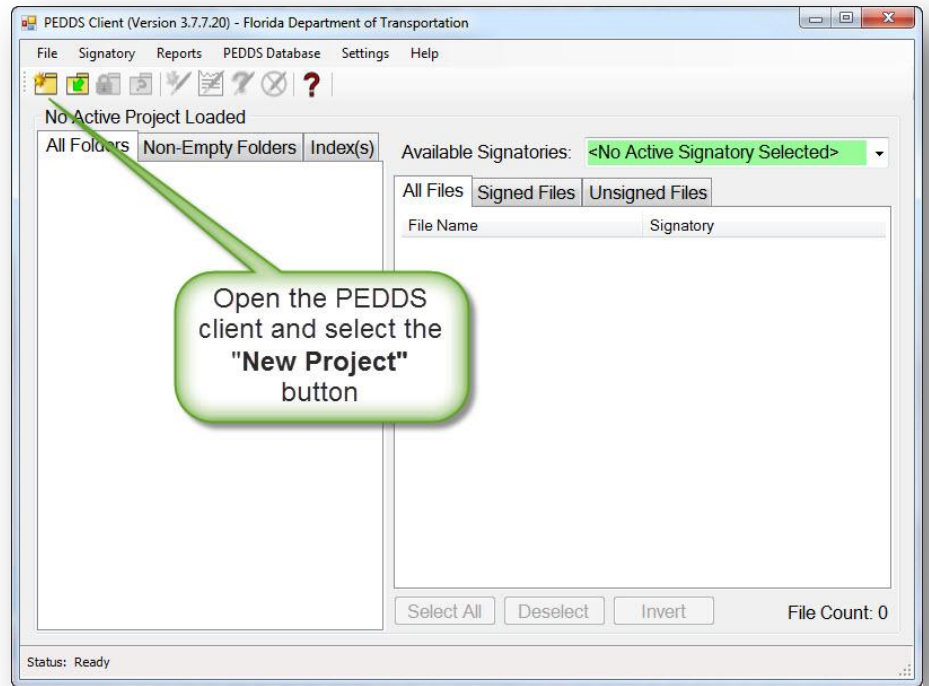
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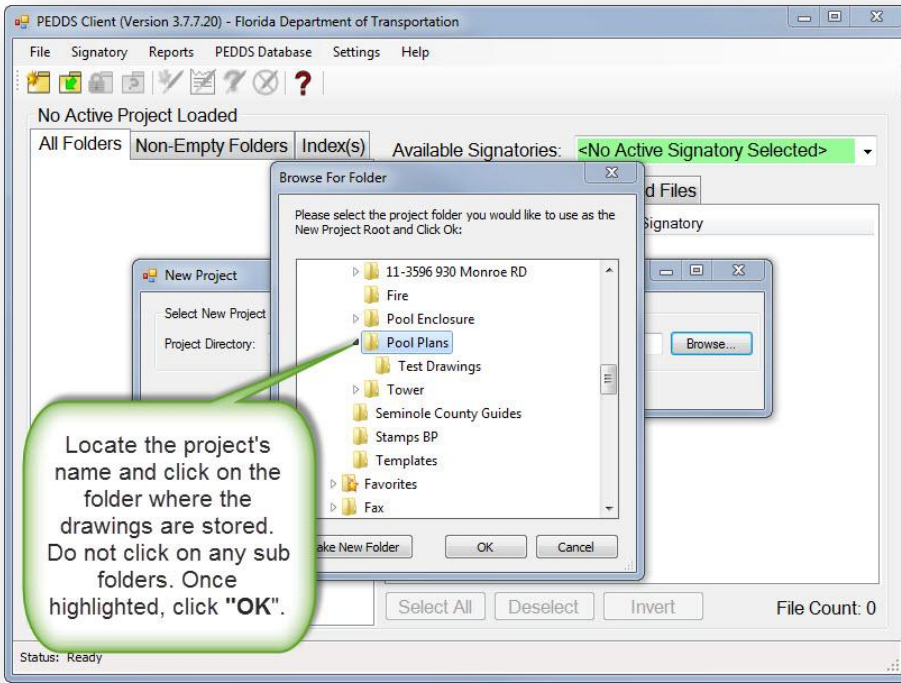
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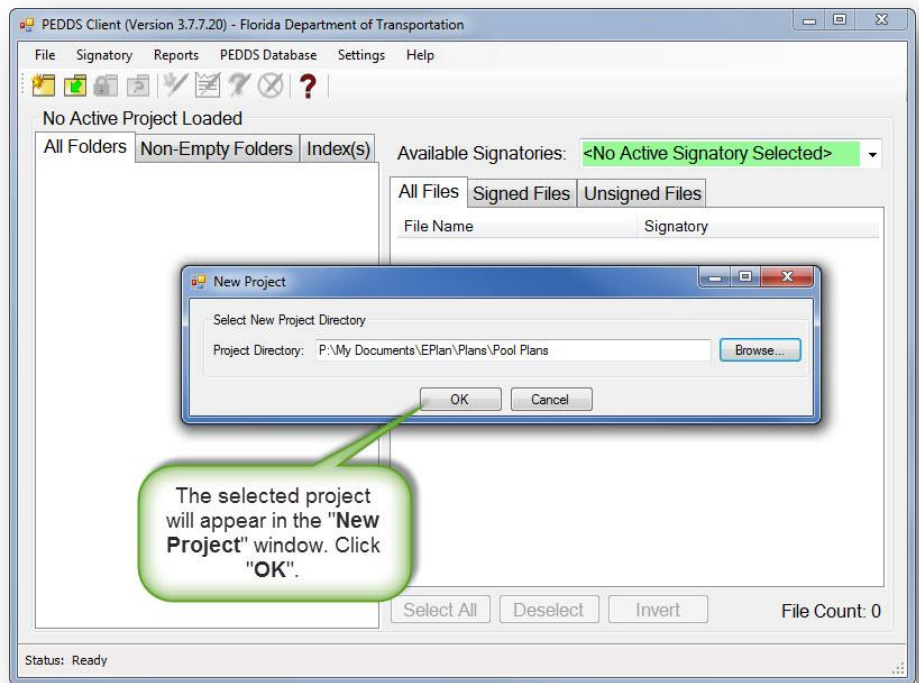
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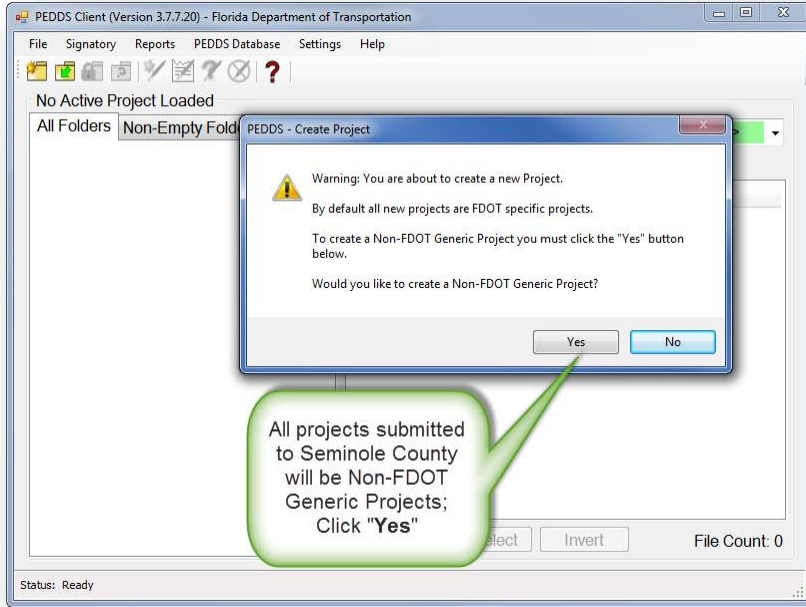
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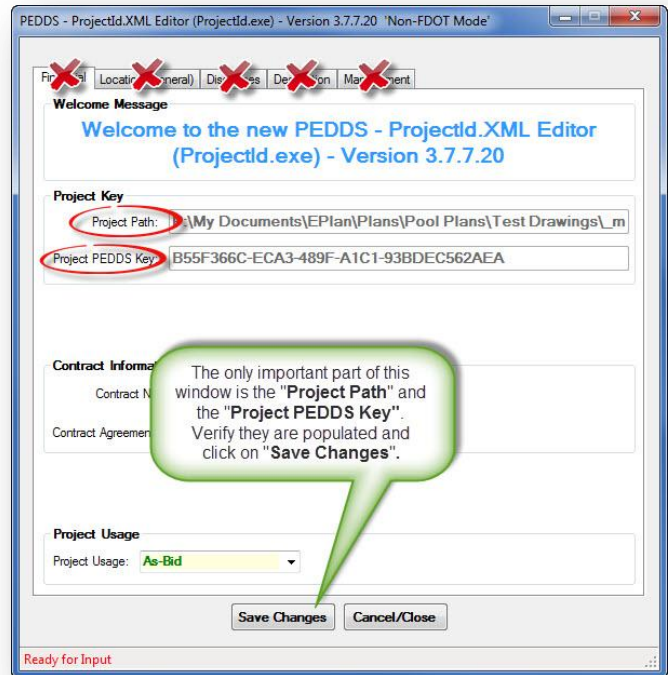
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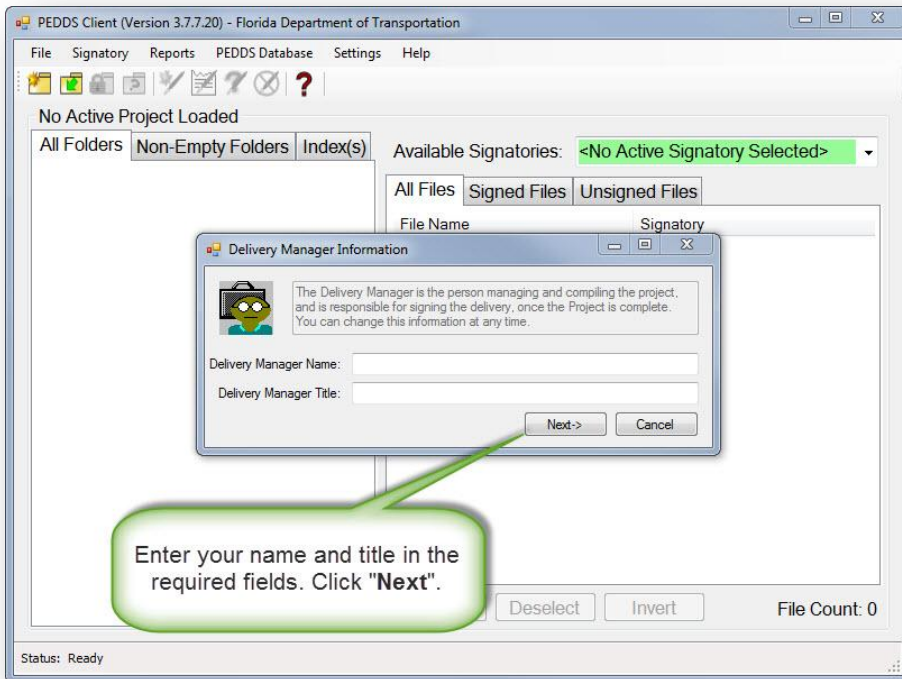
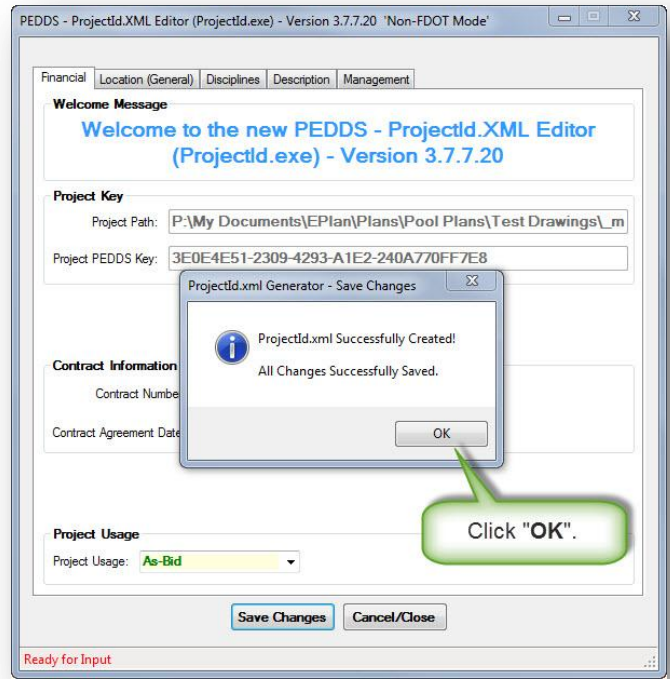
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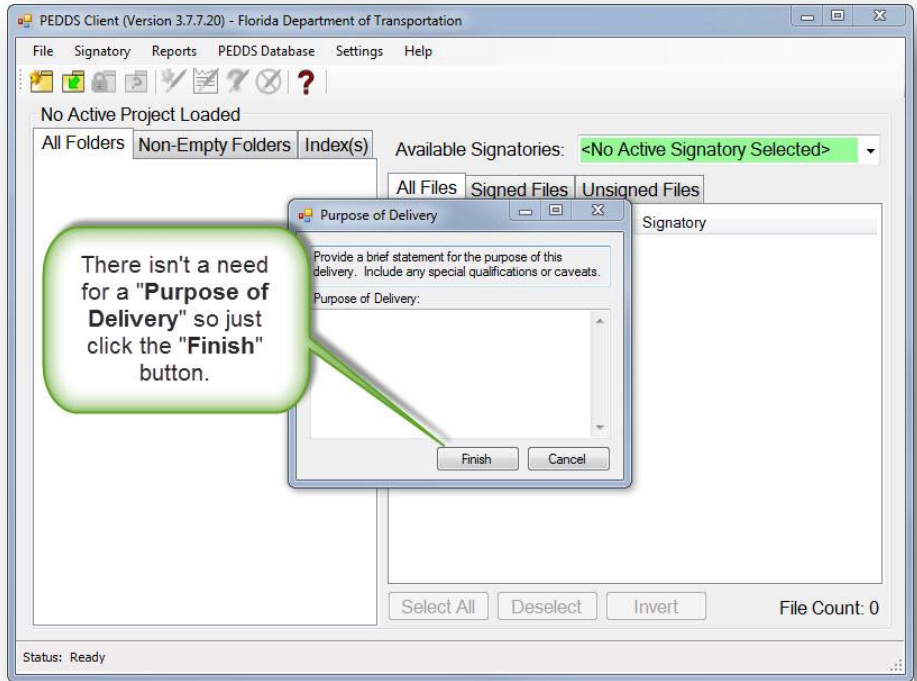
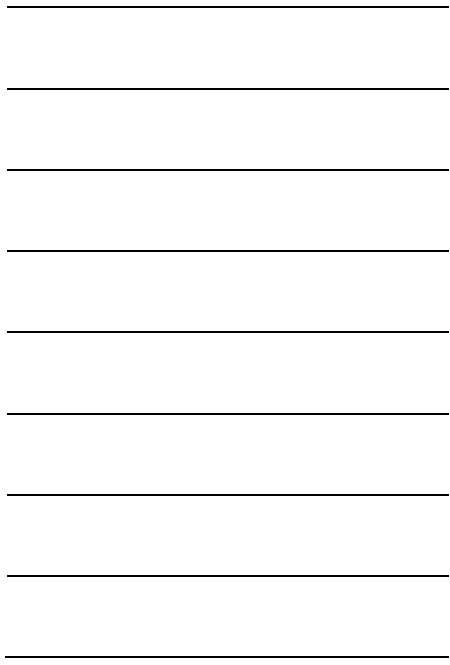
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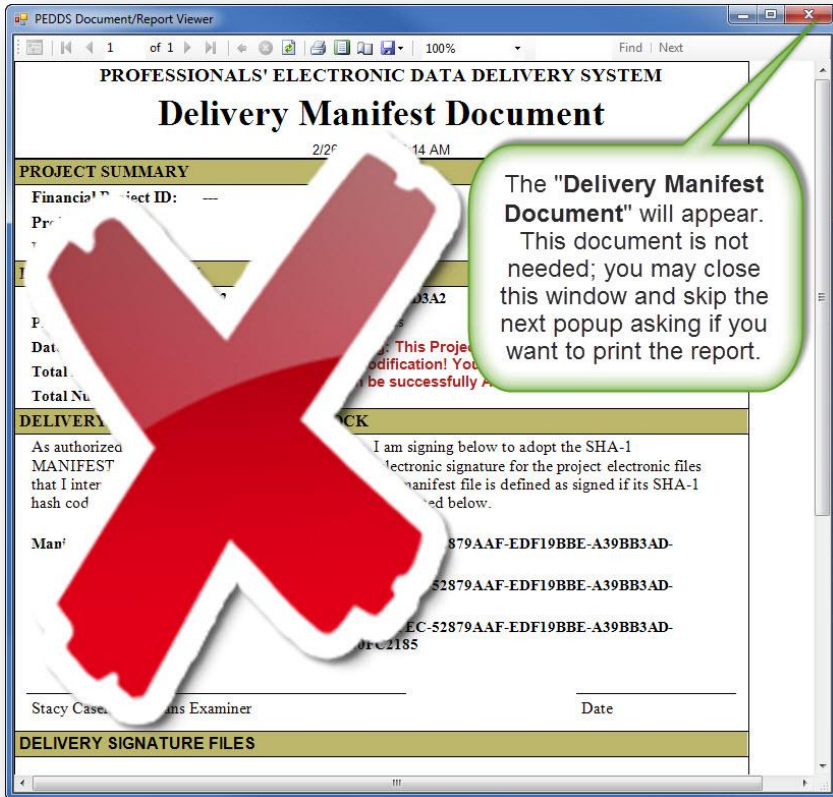
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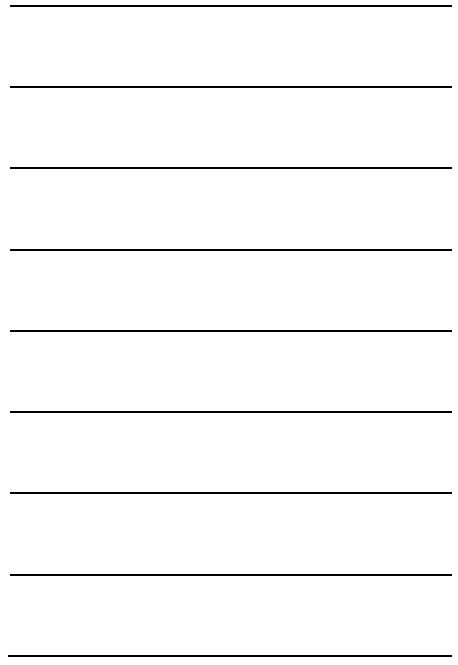
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There isn't a need for a "Purpose of Delivery" so just click the "Finish" button.



The "Delivery Manifest Document" will appear. This document is not needed; you may close this window and skip the next popup asking if you want to print the report.








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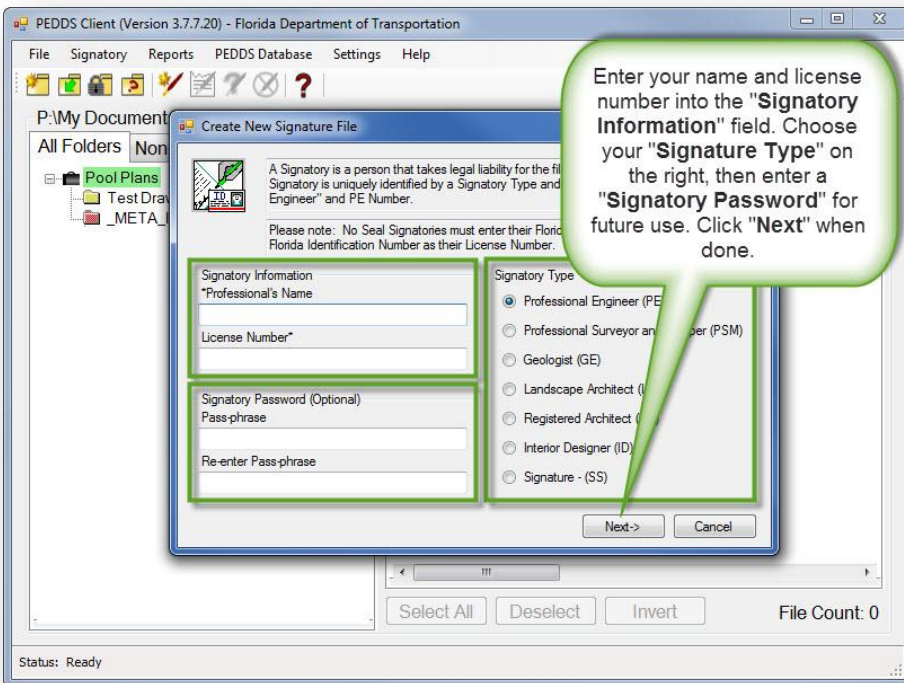
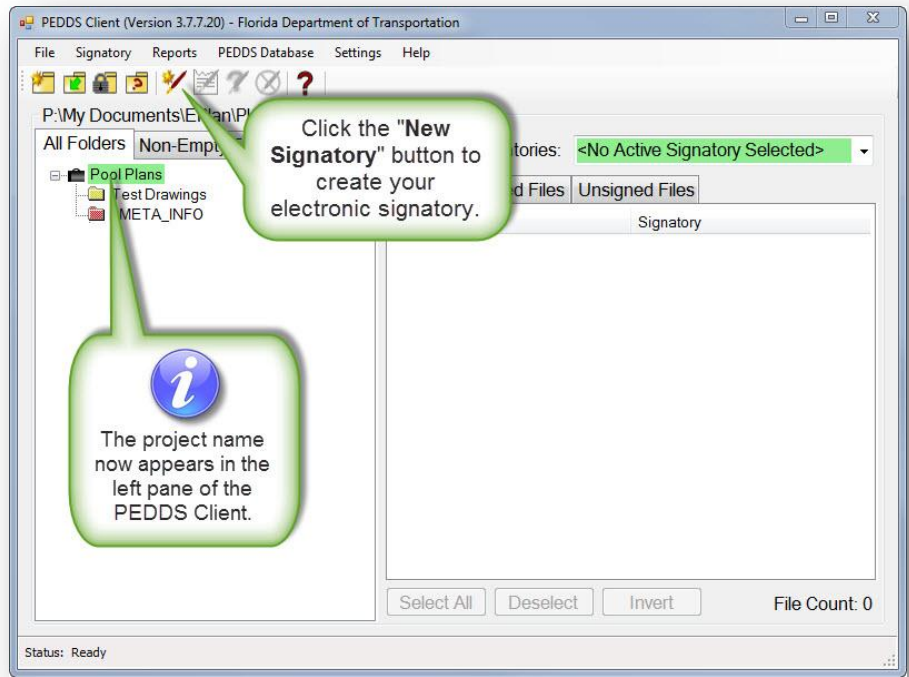
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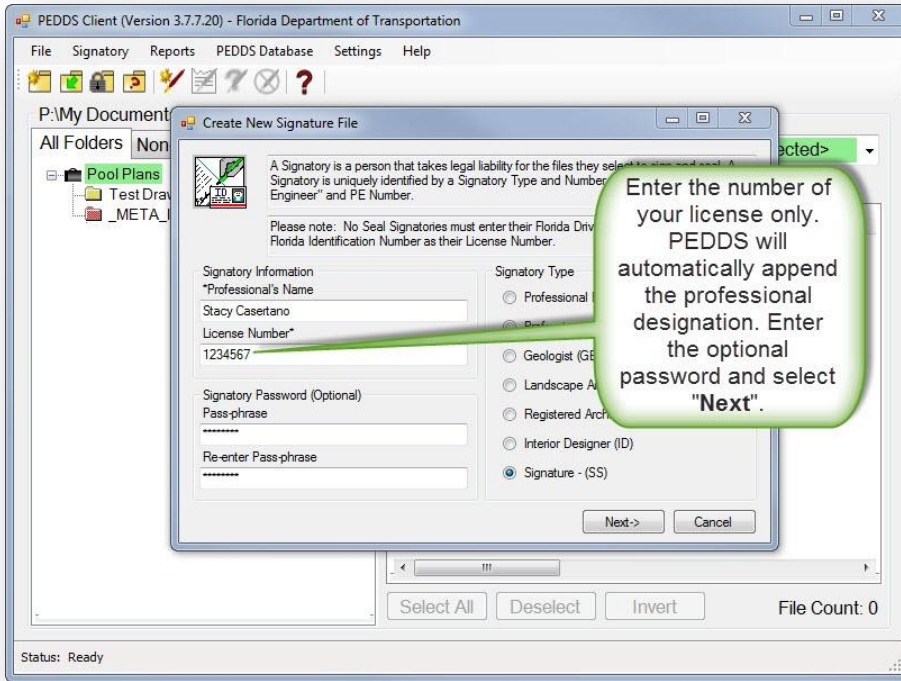
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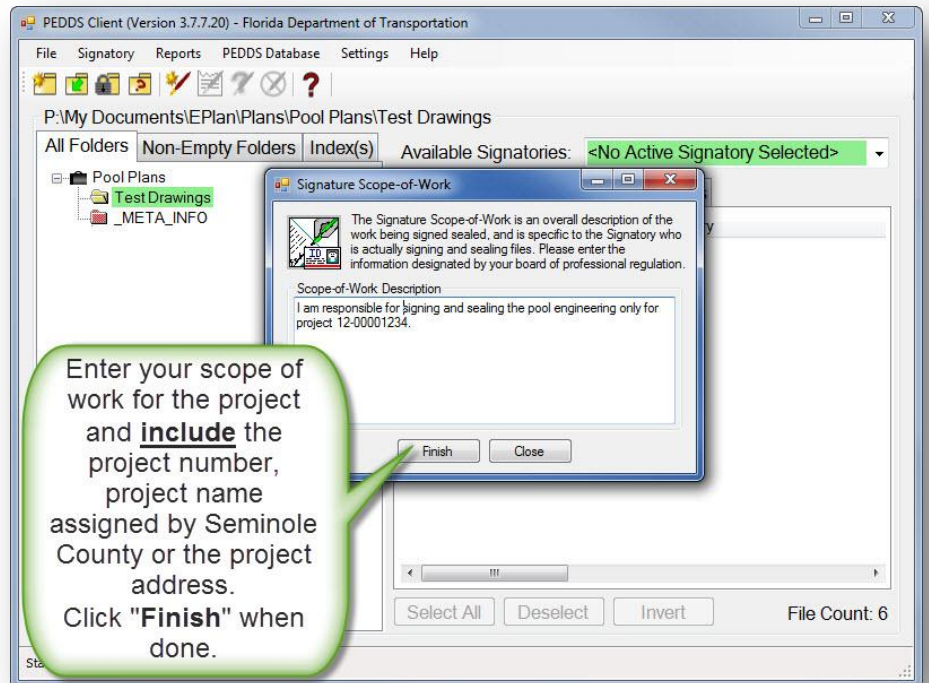
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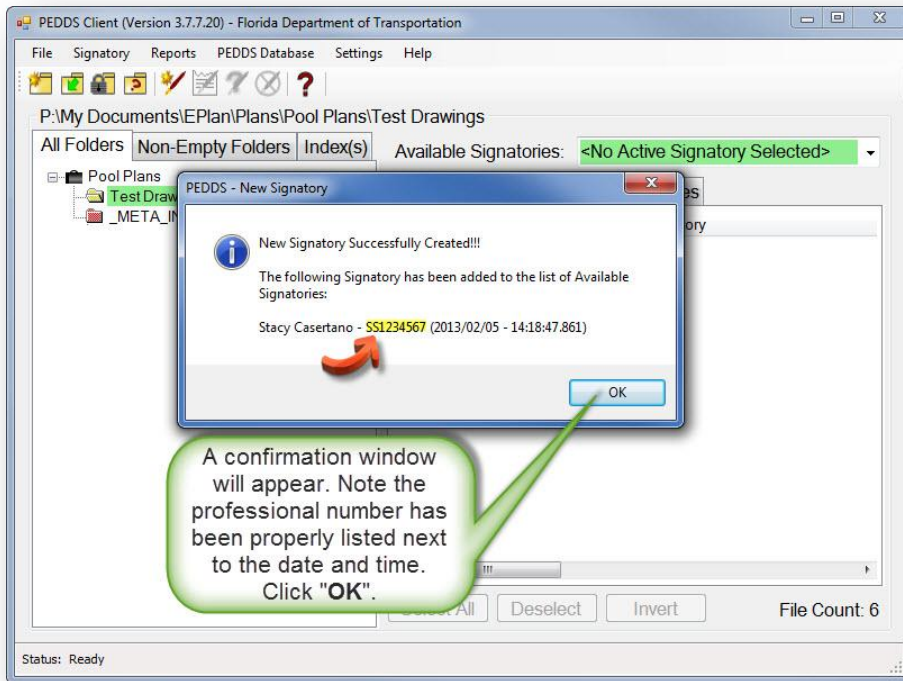
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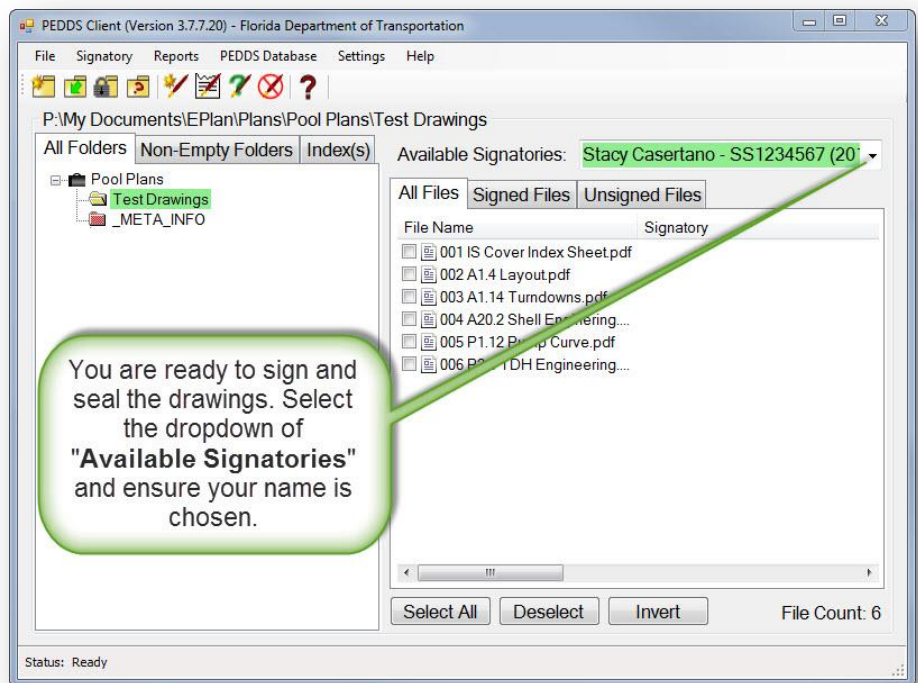
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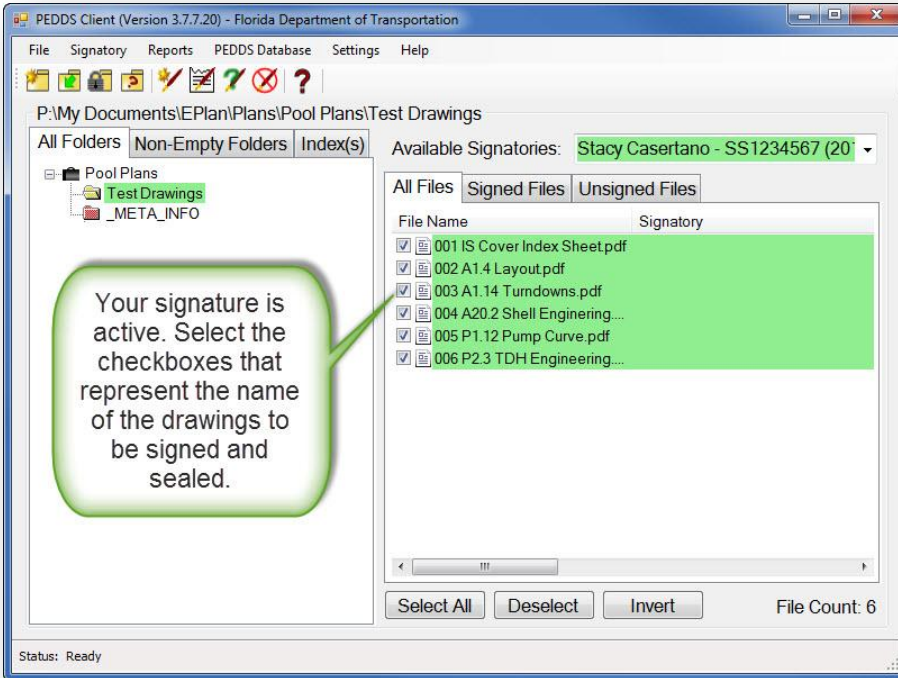
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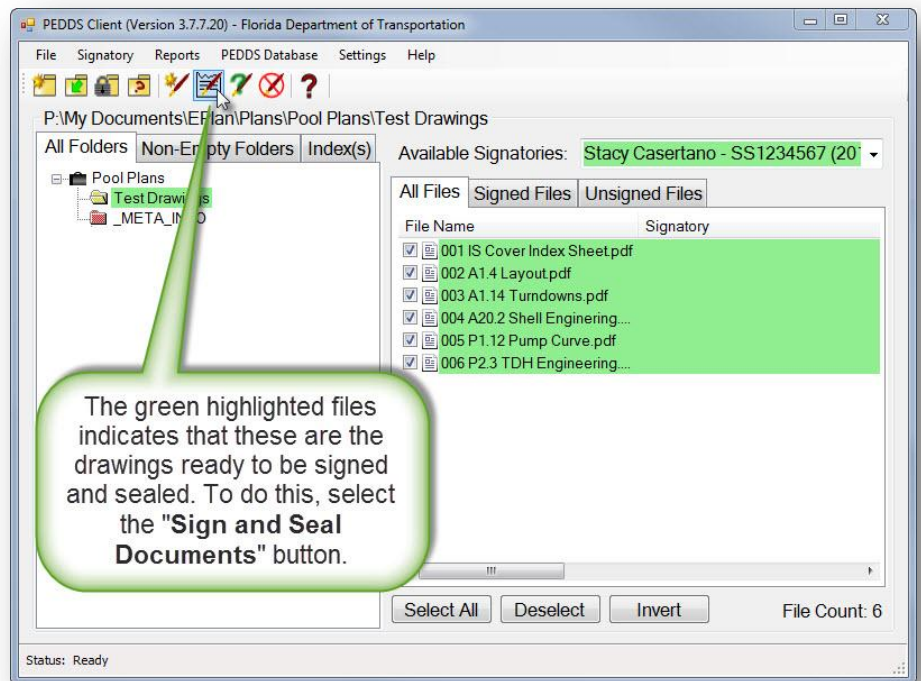
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PROFESSIONALS' ELECTRONIC DATA DELIVERY SYSTEM

# Signature Document

2/5/2013 3:16:43 PM

## SIGNATURE SUMMARY

**Financial Project ID:** —  
**Signatory Name:** Stacy Casertano, SS - License No: SS1234567  
**Signatory File Path:** ./\_META\_INFO/SS1234567\_20130205\_141847861.XML  
**Date Created:** 2013/02/05 15:16:42.906  
**Scope of Work:** I am responsible for signing and sealing the pool engineering only for project 12-00001234.

## SIGNATURE DETAILS

**Signature File Hash Code:** D611D98C-D351673E-767FD  
D611D98C-D351673E-767FD  
D611D98C-D351673E-767FD

**Number of Signed and Sealed Files:** 6

## SIGN AND SEAL

As authorized by Section 668.004, Florida Statutes, I am signing below to adopt the SHA-1 hash result listed above as an electronic signature for certain electronic files that I intend to sign. I intend this electronic signature to have the same force and effect as if I had printed and manually signed the referenced electronic file(s).

\* See PEDDS for any qualifications or further limitations in scope on individual signed and sealed drawings or files in this project as appropriate.



\_\_\_\_\_  
Stacy Casertano, SS - License No: SS1234567

\_\_\_\_\_  
Date

This window will automatically open after signing and sealing the files. This is the "Signature Document". **Print it out and place your handwritten signature and apply your seal.** This is the 1st of 2 documents needed for an electronic submission to Seminole County.




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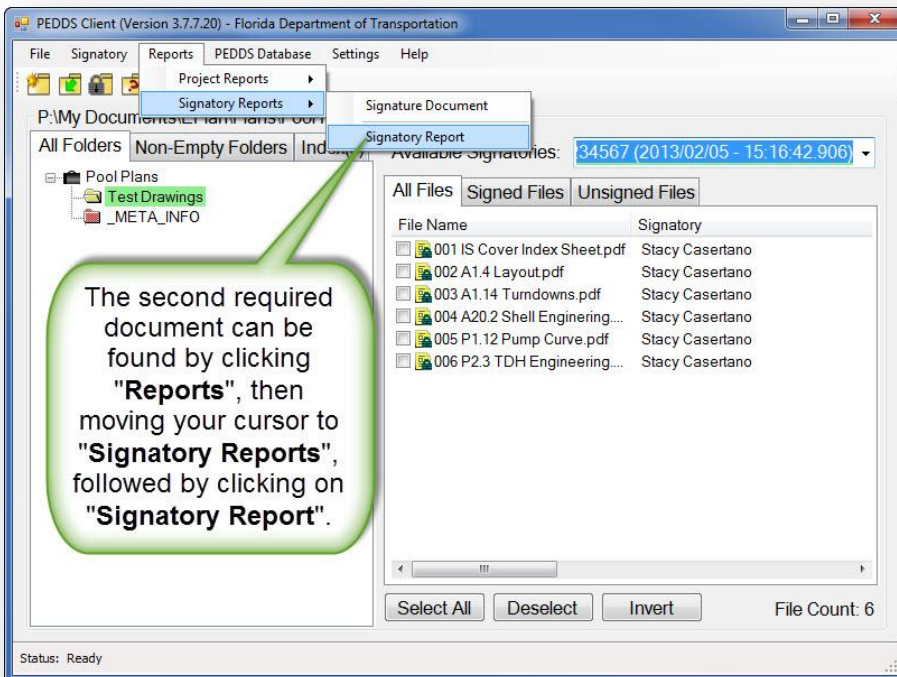
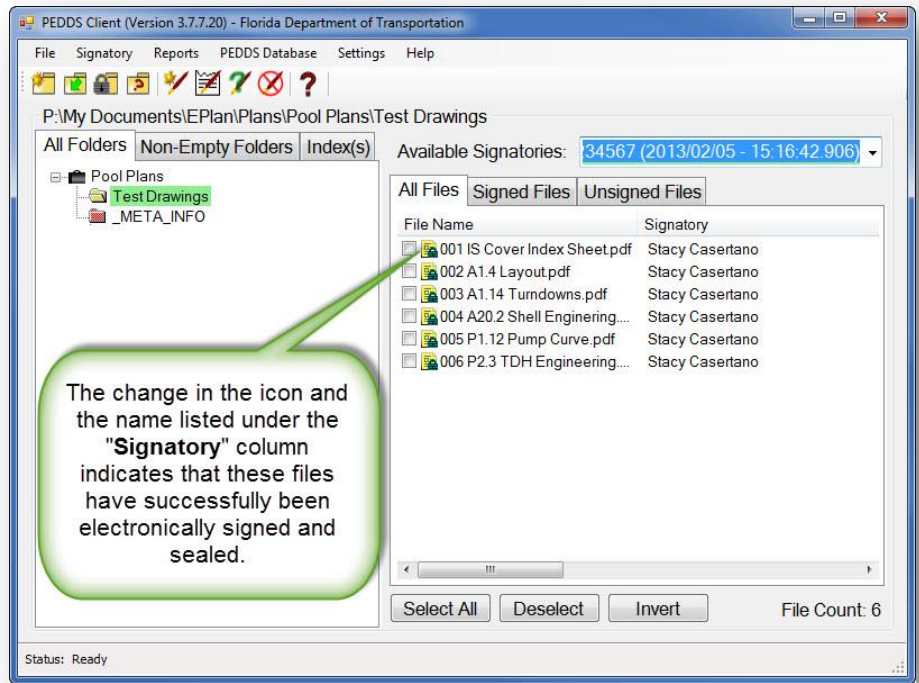
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PEDDS Document/Report Viewer

1 of 1 100% Find | Next

## PROFESSIONALS' ELECTRONIC DATA DELIVERY SYSTEM

# Signature Report

2/7/2013 1:02:05 PM

**Stacy Casertano, SS - License No: SS1234567**

Signature File URL: ./\_META\_INFO/SS1234567\_20130205...  
 Signature File Hash Code: D611D98C-D351673E-767FDE70-F...  
 Date Created: 2013/02/05 - 15:16:42.906  
 Number of Signed and Sealed Files: 6  
 Scope of Work: I am responsible for signing and sealing the po...  
 00001234.

Signed and Sealed Files	
File URL:	./TEST DRAWINGS/001 IS COVER INDEX SH...
Hash Code:	06BA7BFC-4FDB3A70-80423968-7E94D099-F0...
File URL:	./TEST DRAWINGS/002 A1.4 LAYOUT.PDF
Hash Code:	B1053DA2-1BF7B9C3-90A22A96-89E4DB46-1...
File URL:	./TEST DRAWINGS/003 A1.14 TURNDOWNS...
Hash Code:	1349B256-5B4AAC85-8DB709FF-40C9C72F-55...
File URL:	./TEST DRAWINGS/004 A20.2 SHELL ENGINE...
Hash Code:	D27329D1-EAF2AA7A-95237917-FED47795-0B1...
File URL:	./TEST DRAWINGS/005 P1.12 PUMP CURVE.PDF
Hash Code:	78443672-E6CEDE6C-5CF7AF66-680D5D7A-0E5C0BAA
File URL:	./TEST DRAWINGS/006 P2.3 TDH ENGINEERING.PDF
Hash Code:	4224965C-F85FF374-C1E01CA4-6A2DB180-D731F8DC

1 of 1

Print the "**Signature Report**". This original printed report must be delivered to Seminole County along with the "**Signature Document**" (the first report you printed, then signed and sealed). These two documents will be scanned into ePlan and need to be attached to the Approved drawings and/or documents on the job site for authenticity.

**NOTE:** After signing the files electronically using PEDDS, the exact same files which were signed and sealed will need to be uploaded into Seminole County's ePlan System. The original signed and sealed **Signature Document** and the **Signature Report** remain with the originating design professional in their hard copy project folder.



## PEDDS and ePlan Useful Resources

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

## PEDDS Notes

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