

BUILDING BLOCKS



EFFECTIVE DATE: August 15, 2014

SUBJECT: **Recommended Procedures for the
Electronic Submittal of Surveys for
Building Permits**

AUTHORITY: F.S. § 668.001-006 (Electronic Signature Act of 1996);
F.S. § 668.50 (Uniform Electronic Transaction Act); F.S.
§ 472.025; F.A.C. 5J-17.062; LDC Sec. 10.02.06

PURPOSE:

With increasing technological advancement and accessibility to electronic information, it is obvious that the Growth Management Division should create a process to accept electronically submitted surveys for building permitting, where the certification of such documents can be verified. The electronic submittal of certified documents is provided for in Florida Statutes and the Florida Administrative Code. Utilizing the existing law, this guide outlines a combination of procedures and policies to facilitate the electronic submittal of said documents.

The procedures outlined herein convey the responsibilities of the County, as well as the party conducting/preparing the survey, to submit electronically signed and sealed surveys for building permits. The main purpose of these procedures is to verify adequate integrity, security, confidentiality, and auditability of electronic transactions between the County and applicant, as well as ensure the documents contain the proper information and valid electronic signature in accordance with applicable laws. Some of the procedures outlined (e.g. agreement to conduct transactions electronically) are not mandatory, but are encouraged to ensure that the documents are received, reviewed, and approved with maximum efficiency and adherence to existing and new policies.

PROCEDURE:

County Staff Responsibilities

1. Establish an email account designated specifically for receiving electronically-signed surveys (will use existing email FrontDesk@Colliergov.net)¹
2. Save copy of email in Outlook format and attach documents and images for records retention²
3. Draft a form agreement for conducting transactions by electronic means (similar to authorization form for permitting or subcontractor affidavit)³ – note: cannot be required, but can be encouraged. Functions to speed up processing times as verification of electronic signature will be made easier.

Applicant/Surveyor Responsibilities

1. Permit number printed on survey (*new County policy for electronic documents*)
2. Electronic signature or note with disclaimer^{3,4}
 - a. Disclaimer to specify document signed in accordance with applicable state laws and rules including but not limited to *Fla. Stat. §§ 668.001-006; Fla. Stat. § 668.50; Fla. Stat. § 472.025; and Rule 5J-17.062, Florida Admin. Code*
 - b. Remove any surveyor notes referencing requirements for original, raised seal for validity
3. Email containing electronic survey sent to specified County receiving address (FrontDesk@colliergov.net)⁵
4. Email address from which survey is received **is encouraged to** be registered with the County⁶
 - a. Registration to take place by way of “Form Agreement to Conduct Transactions by Electronic Means”
5. Email subject line shall contain permit number and physical address of job

¹*F.S. 668.50 (15), (18)*

²*F.S. 668.50 (12)*

³*F.S. 668.50(5)(8)*

⁴*F.S. 668.50 (9)*

⁵*F.S. 668.50 (12), (15)*

⁶*F.S. 668.50 (18)*

6. Surveys submitted electronically shall contain the same information required for physical surveys in accordance with applicable provisions of the Land Development Code and Code of Laws and Ordinances⁷

Examples of Methods for Signing and Sealing Electronically Transmitted Surveys⁸

- 1) Create a digital/electronic signature through Acrobat Adobe Professional software
- 2) Electronically sign and seal files through PEDDS—a free program downloadable from FDOT
- 3) Electronically sign and seal files with an existing digital signature purchased through a third party verifier (i.e CoSign, Verisign, etc)
- 4) Create an image with the likeness of your seal to affix to documents through any electronic means, and register this image with Collier County

EXCEPTIONS:

Surveys submitted electronically which do not contain an “electronic signature” (i.e. scanned copies of originals) will suffice to remove inspection holds; however, the scanned survey copy will be considered incomplete unless and until the electronic submission is followed up with a physical submission of an original/raised seal copy or an electronically signed survey. This will be required prior to the issuance of a Certificate of Occupancy/Completion.

⁷ e.g., setbacks, elevation of finished floor, crown of road elevation, and separation

⁸ *F.A.C. 5J-17.062*



AGREEMENT TO CONDUCT TRANSACTIONS BY ELECTRONIC MEANS

Name/Company: _____
Preferred Contact: _____
Design Professional/Surveyor License #: _____
E-Mail Address: _____ Phone: _____

Authorization. The undersigned design professional or professional mapper and surveyor (“Undersigned”) affirms that correspondence sent from the above contact information is/was initiated by the Undersigned and authorizes Collier County through its Planning and Zoning Department to accept documents electronically using the seal and signature below. It is the Undersigned's obligation to maintain its information in a secure environment to ensure integrity of electronically submitted documents and its validity.

Agreement. The Undersigned affirms that completion of this agreement is voluntary, and that it is being completed in order to expedite the authentication process when documents with the Undersigned's electronic seal are submitted.

Termination. The Undersigned further agrees to provide written notice of cancellation of digital signature in accordance with Florida Administrative Code Rule 5J-17.084 to the Collier County Planning and Zoning Department by mail OR e-mail (FrontDesk@colliergov.net) if the security of the digital signature has been compromised or the Undersigned simply wishes to terminate use of such signature. With good cause and without notice, Collier County at its discretion may temporarily suspend or terminate the Undersigned's authorization to electronically submit documents.

Governing Law. The Undersigned hereby agrees that the electronic signatures provided meet the intent of and are in conformance with all applicable state laws and rules, including but not limited to Florida Statutes Chapter 472, Florida Statutes Chapter 668, and Florida Administrative Code Chapter 5J-17, and that if found in contrast with the above requirements, I will have no sustainable rebuttal against Collier County Government if the documents were submitted in accordance with this agreement and accepted as authentic.

PLACE APPLICANT'S
DIGITAL SIGNATURE/SEAL
IN THIS AREA OR
ATTACH EXAMPLE



Under Penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Signature of Design Professional or Professional Surveyor/Mapper: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, _____,

by _____ (name of person acknowledging).

(Signature of Notary Public – State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known ____ OR Produced Identification ____ Type of Identification Produced _____