



Digital Signature Steps for Construction Plan Sets

This document is provided to help clarify the steps and requirements for digital signatures on Construction Plan Sets. The [Project Submission Procedure](#) and [L&D Volume 3 Manual](#) supersedes this document.

Steps:

Below lists the steps to create digitally signed plan sets correctly.

1. Update/create title sheet dgn file to current INTERIOR_TITLE cell, with regards to signatures the title sheet dgn file needs contain the following.
 - a. The Director's signature cell (TITLE_DIRECTOR_SIGNATURE_W_LINE). This is not a digital signature but just a graphic of the signature placed directly in the dgn file.
 - b. The signature line cell for District Deputy Director's signature (TITLE_DDD_SIGNATURE_LINE). This does not contain any signatures, just a line and some text.
 - c. The District Deputy Director's Signature Cell for the District the project is in. (TITLE_DDD_SIGNATURE_DXX, where XX is the district number). This is not a digital signature but just a graphic of the signature placed directly in the dgn file.
 - d. All seals (Engineering/Surveyor) needed on the title sheet should be placed with the OHDOT Plan Signatures App. This will place a field for each signature for digitally signing once the PDF is generated.
 - e. Remove all other signatures from the title sheet (if any) to a separate signature sheet.
 - a. The separate signature sheet does not have to contain digital signatures.
2. R/W sheets should not be included in the total page numbering and should only have sub-numbering.
 - a. Ensure R/W sheets are still called out in the Title Sheet Index.
 - b. R/W sheets should use the RW. prefix for sub-numbering. (ex. RW.1). the sub-total SHOULD NOT contain the RW. Prefix!
3. All seals (Surveyor) needed on the R/W Legend sheet should be placed with the OHDOT Plan Signatures App. This will place a field for each seal for digitally signing once the PDF is generated. (Don't forget the certification paragraph that goes with the surveyor's seal)
4. Any R/W Centerline Plat sheets shall be signed according to the requirements of the county it will be recorded in.
 - a. R/W Centerline Plat sheets should be hand signed at this time until counties accept digital signatures. Scan in the signed centerline plat sheets to be included in the plan set.
5. Print the plan set using Print Organizer (see wiki page [here](#)). A plan set can consist of up to 3 separate PDF files.
 - Signature Sheet(s)
 - Plans (minus R/W)
 - R/W Plans(Note that multiple Plan and R/W Plan PDFs can exist, one for each part of a multi-part project)
 - a. When printing with Print Organizer, ensure that the workset's design script is set or digital signature fields will not be generated in the PDF.
 - b. For R/W plans, any hand signed plat sheets should be scanned in and added to the PDF.



6. All the individual PDFs (printed in step 5) make up a projects Plan Set, in order to keep them together, they shall all be put into a PDF package/portfolio. Follow [this](#) wiki page for a video on how to create a PDF package/portfolio.
 - a. There shall always and only be one planset (PDF package/portfolio) per submission
7. Set up your signature appearance and settings following [this](#) wiki page.
 - a. Generate an image of your signature for use with your signature appearance following [this](#) wiki page.
8. All digital signature fields need to be digitally signed using **Adobe Acrobat Reader**.
 - a. Currently Bluebeam products **CANNOT** be used to digitally sign PDFs.
 - i. This is because Bluebeam products do not read signature fields generated from design scripts correctly. We have reached out to both Bentley and Bluebeam to find a solution for this.
 - b. If digital signature fields are missing from the PDFs, they can be added to the PDF directly as shown on [this](#) wiki page.
 - c. When collecting digital signatures, the individual PDFs can be separated from the PDF package/portfolio to make the process of collecting signatures easier/faster, and then added back to the PDF package/portfolio after.
9. Before submitting a project to C.O., verify that all signatures with seals are digital signatures and the PDFs have not been modified after digital signatures were placed. Follow [this](#) wiki page for how to videos.
10. Follow the [Project Submission Procedure](#) document when making submissions to C.O.
 - a. The PDF package/portfolio **IS** the plan set.
 - b. Be sure to name the plan set (PDF package/portfolio) correctly based on the type of submission!

NOTE: When submitting Pre-Addendum or Addendums to C.O., ensure that a new complete Plan Set (PDF package/portfolio) is correctly digitally signed (step 9) and is not missing any of the individual PDFs that make up the plan set and is named correctly (as defined in the [Project Submission Procedure](#) document). As defined in the above linked Project Submission Procedure document a clouded PDF needs to be submitted. The clouded PDF does not need to contain digital signatures and should be a single PDF containing all the marked up sheets (not a PDF package/portfolio).

Contacts

For any questions, suggestions, or problems with this document please contact the ODOT Office of CADD and Mapping Services by use of the following form on the ODOT website:

https://odot.formstack.com/forms/cadd_servicerequest
