



**Development Services Department  
Building Division**

**Electronic Submittal  
Instructions**

*\*\* Instructions are Subject to Change\*\**

**Effective Monday, May 3, 2021, Development Services will be open to the public for in-person assistance with permitting, business licensing, and zoning information. Customers are encouraged to continue using our convenient virtual service options. All Planning, Business Licensing, and Permit submittals will continue to only be accepted electronically.**

**Please note that a maximum of five (5) persons will be permitted in our lobby at any time visitors must comply with CDC guidelines for social distancing and facial coverings. Masks shall be worn at all times to enter City Hall for the safety of our customers and staff.**

**Building Permit Services Walk-In Hours**

**Monday - Friday  
8:00 am – 12: 00 pm**

**Inspector Office Hours**

**8:00 am – 8:30 am**

An online payment portal is available at [www.cityofhomestead.com/payonline](http://www.cityofhomestead.com/payonline). There is a convenience fee for using the online payment system. As an alternative option, Applicants may continue to mail in payments by check or in person at City Hall Central Collections window.

**Electronic Permit Submittals**

All permit submittals must be submitted electronically to [permitsubmittals@cityofhomestead.com](mailto:permitsubmittals@cityofhomestead.com).

Effective June 1, 2021, the Applicant is responsible for submitting electronically to Miami-Dade County once the City of Homestead process number is issued for all permit submittals that require Miami-Dade County approvals.

**File naming and size limit**

1. The file name shall not contain:
  - a) Any leading or trailing spaces.
  - b) Special characters such as: parenthesis “( )”; double periods “..”; question marks “?”; etc.
2. Plan must be submitted as one PDF per plan sheet. The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first letter of the file name, followed by a user-definable numerical field that closely corresponds to the sheet sequence number and date of revision.
  - a) For example: A-101 05052021
  - b)

**Important Notice: Temporary Amendment to Digital Signature Requirement**

- The department strongly encourages that design professionals submit digitally signed and sealed plans in compliance with the guidelines **Digitally Signed and Sealed Documents** (attached).
  - During the COVID-19 emergency period, design professionals that do not possess a Digital Signature will be allowed, for a limited time and until further notice, to scan and upload their paper signed and sealed documents with the **Affidavit authorizing Submittal of scanned plans**.
3. The survey, calculations, NOAs, completed Permit Application and supporting documents as applicable can be submitted as multiple page PDFs.
  4. For reworks the corrected files should be named the same as the original with the date of the rework. Only submit the sheets requiring corrections (do not resubmit the entire plan set.)
    - a) For example A-101 05262021



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5. If the total file size for the electronic submittal exceeds 20 MB a download link is required. The receiving permit submittal mail box size is limited to 20 MB.
6. The following items must be included in addition to the plan sheets above with the noted **File Name:**
  - a) **Permit Application** – A completed City of Homestead Permit Application with the property owner’s information and notarized signature, the contractor’s information and notarize signature and the property address with the parcel tax folio number.
  - b) **General** – Calculations, NOAs, Application and Supporting Documents as applicable can be submitted as multiple page PDFs
7. All drawings and supporting documents in the plan package must be in PDF format.
8. PDF files shall have only one layer (flattened) without any embedded objects.
9. PDF files shall not be encrypted or **password protected**.
10. Documents should be scanned at no greater than 300 dpi.

For plans previously submitted in paper format: The Applicant will need to make an appointment (305-224-4500) to pick up the paper plans and re-submit electronically for a re-review. All plans sheets (including the back page with approval stamps) and documents must be scanned and sent to us electronically with the revised plan sheets and documents.

**Electrical and Plumbing Stand Alone or Sub-Permit Electronic Permit Submittals**

All permit submittals must be submitted electronically to [TMalcolm@cityofhomestead.com](mailto:TMalcolm@cityofhomestead.com).

**Mechanical and Roofing Stand Alone or Sub-Permit Electronic Permit Submittals**

All permit submittals must be submitted electronically to [BPena@cityofhomestead.com](mailto:BPena@cityofhomestead.com).

## **Signing and Sealing Guidelines in the Virtual World.**

### **General Information and Concepts:**

A scanned image of an original signature shall not be used in lieu of a digital or electronic signature, FAC, 61G15-23.003.

There are two ways to sign-and-seal plans (without ink) in the virtual word.

#### **– Digitally and Electronically.**

**An Electronic Signature is not the same as a Digital Signature.**

A document in the computer world is considered signed and sealed when the Engineer has “locked” the document, preventing any change from being made without the Engineer’s knowledge. A document in the computer world can be locked by two methods:

- 1- Digital signing and sealing. Covered in FAC rule 61G15-23.004
- 2- Electronic signing and sealing. Covered in FAC rule 61G15-23.005.

FAC rule 61G15-23.003: It establishes the procedure for signing and sealing Electronically Transmitted Documents. In this rule “Electronically Transmitted Documents” is a reference to the “virtual world documents” and not a specific method of signing and sealing.

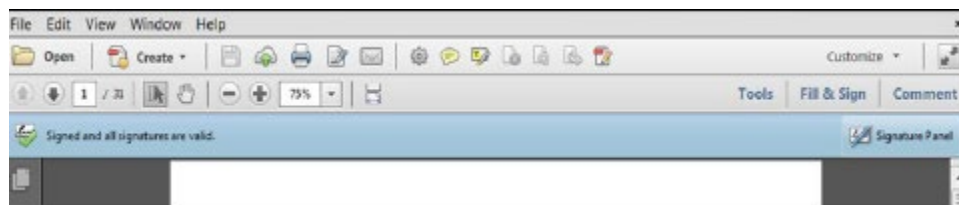
FAC rule 61G15-23.004: Procedures on how to Digitally sign and Seal documents in the virtual world.

FAC rule 61G15-23.005: Procedures on how to Electronically sign and seal documents in the virtual world.

### **Digital Signature:**

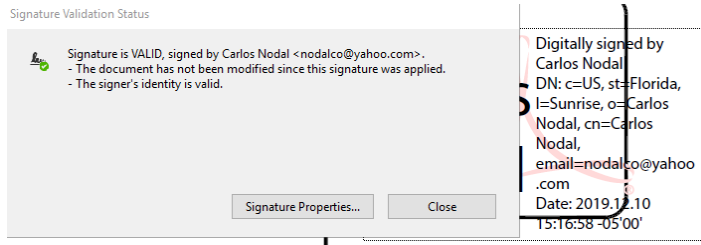
**It is the method that almost all Engineers and Architects are using.**

This method provides third party verification, the document will show a colored text bar at the top indicating if the signature is valid or not. If this bar does not appear or the text does not indicate “valid”, the documents has been altered and we should not accept it.



There is also a signature panel which shall be active to indicate the validity of the Digital Signature when clicking on it.

## Example



The Engineer can choose to include an image of his/her wet seal or not.



**1- When an image of the seal is added on the drawings the following text shall appear:**

This item has been digitally signed and sealed by [NAME] on the date adjacent to the seal.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

**2- When an image of the wet seal is not used, the following text shall appear:**

[NAME], State of Florida, Professional Engineer, License No. [NUMBER]

This item has been digitally signed and sealed by [NAME] on the date indicated here.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

This is to make sure that Engineer's Name and License is in the Title Block as it is required by FAC 61G15-23.002 (3) (a), and that for the paper drawings to be original, they must have a manual signature and seal.

When engineering calculations, specifications, reports or other documents contain multiple sheets or pages, the Engineer may apply a single digital signature per PDF file, as per rule 61G15-23.001, F.A.C. A digital signature applied computer PDF file shall have the same force and effect as signing all the individual sheets or pages contained within that item.

Notice that FAC, 61G15-23.04 allows the digital signature in one PDF file containing several drawings, but Miami-Dade County Guidelines for CPP and GoldKey indicates that each drawing shall have its own PDF file, no multiple sheets in one PDF file are allowed for the drawings.

### **Electronic Signature:**

Almost nobody is using this method, especially after PEDDS (Professionals' Electronic Data Delivery System) was discontinued by the DOT.

This method does not have third party *verification*. Instead it requires a "signature Report", as per FAC 61G15-23.003 & 61G15-23.005.

Signature Report: Printable "signature report" shall contains the licensee's given name, the licensee's license number, and a list of the electronic files to be signed and sealed that includes a brief description of each engineering document and the SHA authentication code of each engineering document; a list of the drawings submitted and their Secure Hash Codes, 61G15-23.005( c).

The signature Report must be wet-sealed and may be scanned and submitted as long as the engineer retains the hard-copy.