

DIGITAL SIGNATURES FOR FORMS

Digital ID signatures are required on all forms except for a few forms where a wet signature is specified.

The Divisions of Planning, Building and Code Enforcement provides a range of forms relating to permits, plan review, and inspections.

The submittal of plans and forms is primarily done by email or by uploading project files. You must complete your forms with a computer and, in most cases, sign the form with a [certificate-based Digital ID signature](#). It looks like this:

A sample of a digital signature. On the left, the name "Casey Jones" is written in a black, cursive script. To the right of the signature, the text "Digitally signed by Casey Jones" is displayed in a black, sans-serif font. Below this, the date "Date: 2017.05.08" and the time "01:37:09 -07'00'" are shown in the same font. A faint, light-colored circular stamp is visible behind the signature and the text.

This is a legally binding signature and is the preferred type of electronic signature that we accept.

HOW TO USE A COMPUTER TO COMPLETE & SIGN OUR FORMS

These instructions apply to [Adobe Reader DC](#) (free). The process is similar for fee-based [Adobe Acrobat Pro](#). Those who have [DocuSign](#) accounts may also fill out and sign our forms.

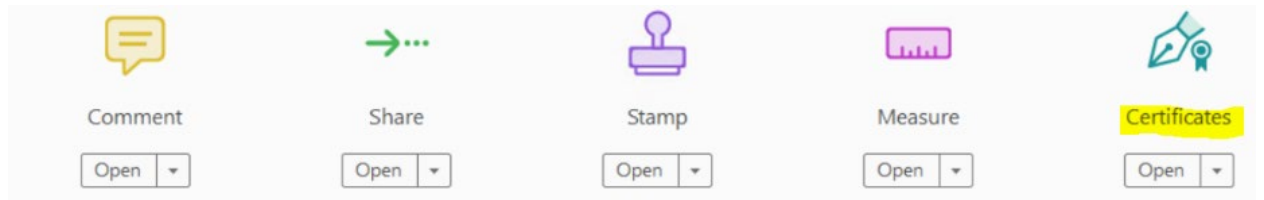
STEPS

1. Download [Adobe Reader DC](#) to your computer.
2. Download the desired form and save it to your computer.
3. Use **Adobe Reader DC** to locate and open the form.
4. **Important!** Simply begin to fill out the fillable form by typing directly into data fields; do not select the "Fill & Sign" or "Adobe Sign" features to fill out the form. After completing the form, you are then ready to place a Digital ID signature.

5. Go to the upper bar of your screen and select **Tools**.



6. A new screen opens. Click **Certificates**.

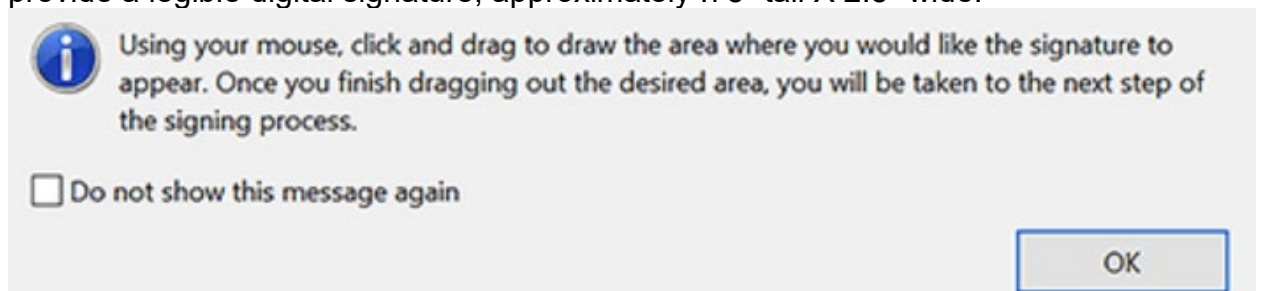


7. You'll be returned to the main window. Click on **Digitally Sign**. (See footnote at end of webpage if you get a darkened screen.*)



THESE NEXT STEPS APPLY TO THE CREATION OF A DIGITAL ID. ON SUBSEQUENT USES OF YOUR DIGITAL ID, YOU WILL NOT NEED ALL OF THESE STEPS.




8. The message below appears, and your mouse cursor changes to a crop mark. At the signature line on the form, drag the mouse to create a box big enough to provide a legible digital signature, approximately .75" tall X 2.5" wide.





9. A new window opens. Click on **Configure Digital ID**.

10. A window opens titled, **Configure a Digital ID for Signing**. For most users, select the last option, **Create a new Digital ID**. Click **Continue**.

Select the type of Digital ID:

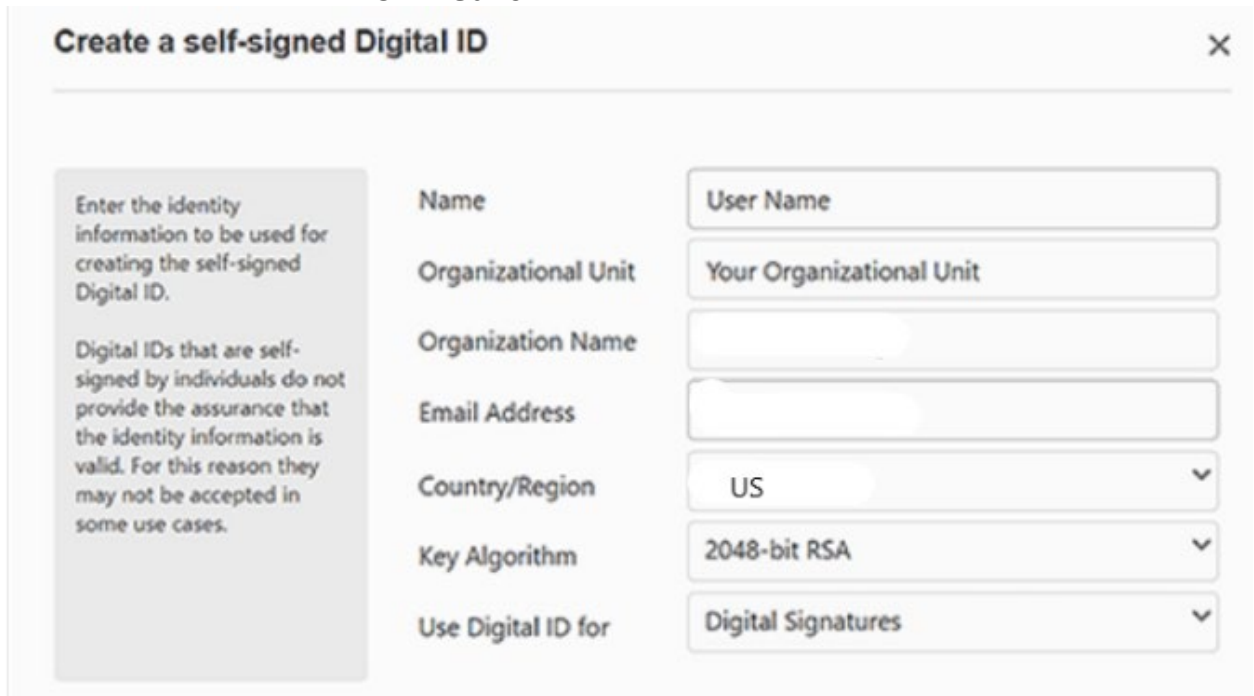
- ☐  **Use a Signature Creation Device**
Configure a smart card or token connected to your computer
- ☐  **Use a Digital ID from a file**
Import an existing Digital ID that you have obtained as a file
- ☒  **Create a new Digital ID**
Create your self-signed Digital ID

11. A new window opens titled, **Select the destination of the new Digital ID**. Click [Save to Windows Certificate Store](#), which stores the Digital ID on your computer. For MacOS, certificates are stored in your keychain. This is an acceptable form of authentication for the Department of Planning, Building and Code Enforcement. Click **Continue**.

- ☐  **Save to File**
Save the Digital ID to a file in your computer
- ☒  **Save to Windows Certificate Store**
Save the Digital ID to Windows Certificate Store to be shared with other applications

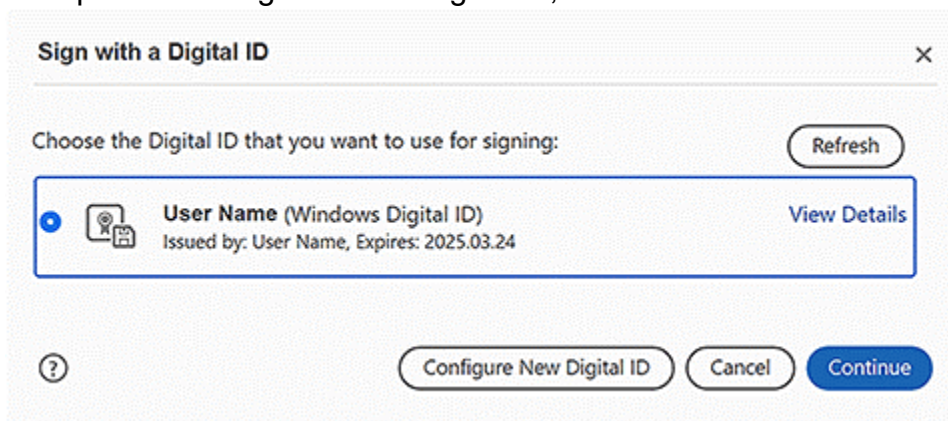
12. A new window opens titled, **Create a self-signed Digital ID**. Enter your name and email address. If you wish, enter your organizational information. The defaults for the fields Country/Region, Key Algorithm, and Use for Digital ID should appear as shown below. Do not change them unless to restore to the

defaults as shown below. Click **Save**.



The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey box with the following text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." To the right of this box are several input fields: "Name" (containing "User Name"), "Organizational Unit" (containing "Your Organizational Unit"), "Organization Name" (empty), "Email Address" (empty), "Country/Region" (a dropdown menu showing "US"), "Key Algorithm" (a dropdown menu showing "2048-bit RSA"), and "Use Digital ID for" (a dropdown menu showing "Digital Signatures").

13. A new window opens titled, **Sign with a Digital ID**. Your newly created Digital ID is shown in the box. It is good for five years. Unless you have reason to select the option to configure a new digital ID, click **Continue**.



The dialog box is titled "Sign with a Digital ID" and has a close button (X) in the top right corner. Below the title bar, it says "Choose the Digital ID that you want to use for signing:" followed by a "Refresh" button. Below this is a list of available Digital IDs. The first one is selected and highlighted with a blue border: "User Name (Windows Digital ID)" with a subtext "Issued by: User Name, Expires: 2025.03.24" and a "View Details" link. At the bottom left is a question mark icon. At the bottom right are three buttons: "Configure New Digital ID", "Cancel", and "Continue".

14. A new window appears and shows a large image of your digital signature. If you do not need to make any further changes to the form, check **Lock document after signing**. Then click the **Sign** button.



15. Before the computer places your signature, a window opens to allow you to indicate where the computer should save the signed form. Make any needed file location changes. Click **Save**.

Congratulations! You now have a completed form with a certificate-based Digital ID signature saved to your computer. You can email the signed form as an attachment to the relevant email address.

Going forward, you can swiftly place your Digital ID signature on forms without steps 8-13.

** IF YOU GET A DARKENED SCREEN at Step 7 after clicking on **Digitally Sign**:*

- Click the Escape (Esc) button; go to **Edit**, scroll down to **Preferences**.
- Under Signatures, click on **Creation and Appearance Preferences**.
- Uncheck the last box, "Use modern user interface..."
- Click **Save**. Click **Save** again as you leave the Preferences tab. You can now resume Step 7.