

Clark County Water Reclamation District Development Services is pleased to announce that Manhole Survey Data Forms can now be emailed to inspection@cleanwaterteam.com. The form must be digitally signed by a Nevada Professional Land Surveyor (PLS).

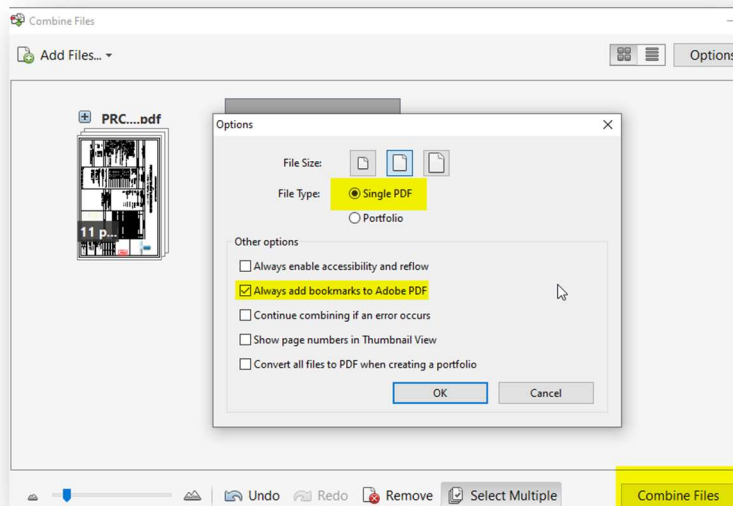
Files submitted online must follow these instructions:

- Surveyors must use digital signatures per the Nevada State Engineering Board with full size seal and date of signature. **Files must not be certified or locked.** If the files are certified, we will not be able to apply our approved stamps and there will be delays in approving your plans.
- Export directly to PDF. Do not print and then scan
- Zip files are not acceptable.
- PDF packages are not acceptable as they lock the files. When combining files, choose the "combined" file

option not a package:



- PDF portfolios are also not acceptable. Please choose to "combine files" as a single PDF.



- Sheet title blocks shall remain consistent on each page of the plan set.
- No password protected or locked documents. Files must be unprotected so that corrections may be identified by reviewers. Any submittal containing a file that is locked will be considered incomplete and must be resubmitted.
- Files should be saved in black and white (1-bit monochrome).
- Export settings: Maintain output scale (avoid "fit to page")

Instructions for Professional Engineers, and Land Surveyors

Electronic documents must be digitally signed, but not certified. As with paper plans, apply a picture of your seal to each sheet. Compile sheets into a single file with seals on each page, and *then* apply your digital signature to the cover sheet. Any compiling done after sheets are signed will invalidate the signature.

Some documents, like specification books, will require signatures from multiple signers. In this case, use one of the three options below:

1. Compile the document with the seals for each design professional on the cover page. Then have each design professional add their digital signature, one at a time, on that cover page, being careful not to make changes to the document that would invalidate previous signatures.
2. Have the lead applicant for the project sign and seal the full document. Have each additional design professional sign and seal a separate attachment that has the title and table of contents for the full document or for the pages they are responsible for. Send as multiple documents.
3. Divide the document into separate documents for each discipline/design professional and have each design professional seal and sign their section. Send as multiple documents.

Examples of a valid signature/seal

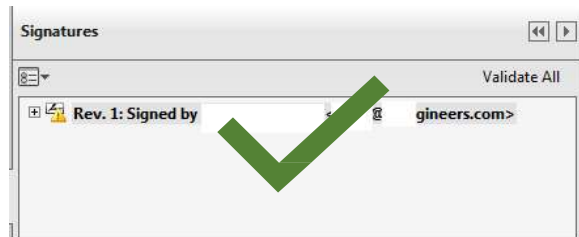
Digitally signed by Michael Cunningham
DN: C=US,
E=mcunningham@lasvegasnevada.gov,
O=Building and Safety,
OU=Development Services, CN=Michael
Cunningham
Reason: I am the author of this document
Date: 2019.07.22 08:52:46-0700'



Digitally signed by Michael Cunningham
DN: C=US,
E=mcunningham@lasvegasnevada.gov,
O=Building and Safety, OU=Development
Services, CN=Michael Cunningham
Reason: I am the author of this document
Date: 2019.07.22 08:56:49-0700'



A common error that many applicants make is *certifying* instead of *signing*. Because certifying prevents plan reviewers from performing critical functions needed to complete a review, documents must be signed but not certified.



How to Create and Apply a Digital Signature: Tutorial and Screenshots

To sign documents using Adobe Acrobat or BlueBeam Revu, the first step is to create a “self-signed digital ID.” The digital ID is password protected and contains your name, email address, organization name, a serial number, and an expiration date. It proves your identity every time you use it to sign a file.

- Create a digital ID using Adobe Acrobat page 4
- Create a digital ID using BlueBeam Revu page 10

You do not need to create a digital ID each time. If your ID is already created, skip to...

- Use your digital ID to sign a file in Adobe Acrobat page 7
- Use your digital ID to sign a file in BlueBeam Revu..... page 11

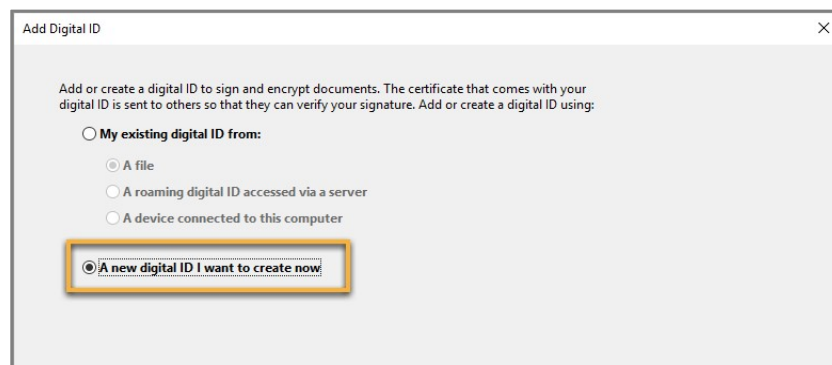
Create a self-signed digital ID using Adobe Acrobat

These instructions are from Acrobat's user guide available here: <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

1. In Acrobat, click the Edit menu and choose Preferences, then choose Signatures.
2. On the right, click More for Identities & Trusted Certificates.
3. Select Digital IDs on the left, and then click the Add ID button.



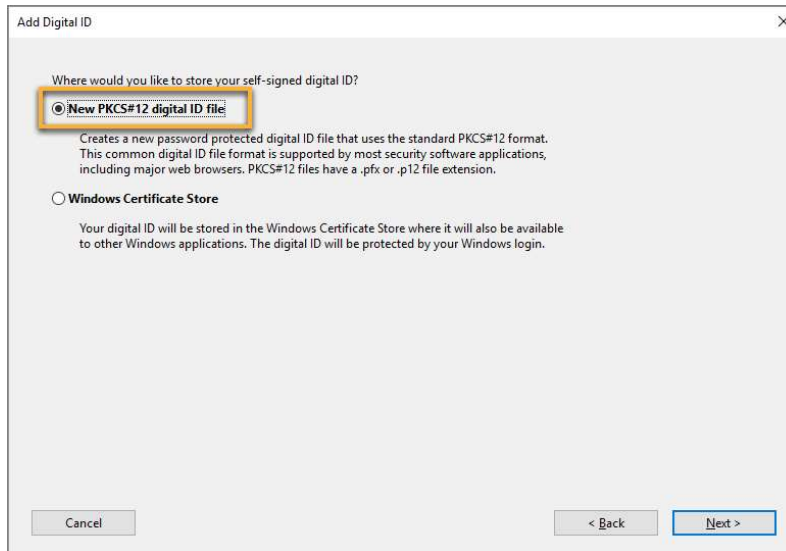
4. Select the option A New Digital ID I Want To Create Now, and click Next.



5. Specify where to store the digital ID, and click Next. Use the option that best fits your needs.

New PKCS#12 Digital ID File: Stores the digital ID in a file that can be used in both Windows and Mac OS.

Windows Certificate Store (Windows only): Stores the digital ID in a common location for Windows applications.



6. Do the following:

- A. Type a name, email address, and other personal information for your digital ID. When you certify or sign a document, the name appears in the Signatures panel and in the Signature field.
- B. Choose the 1024-bit RSA option from the Key Algorithm menu.
- C. From the Use Digital ID For menu, choose whether you want to use the digital ID for signatures, data encryption, or both. For signing building plans/documents, you only need to choose "signatures."
- D. Click Next.

Add Digital ID ✕

Enter your identity information to be used when generating the self-signed certificate.

Name (e.g. John Smith):

Organizational Unit:

Organization Name:

Email Address:

Country/Region:

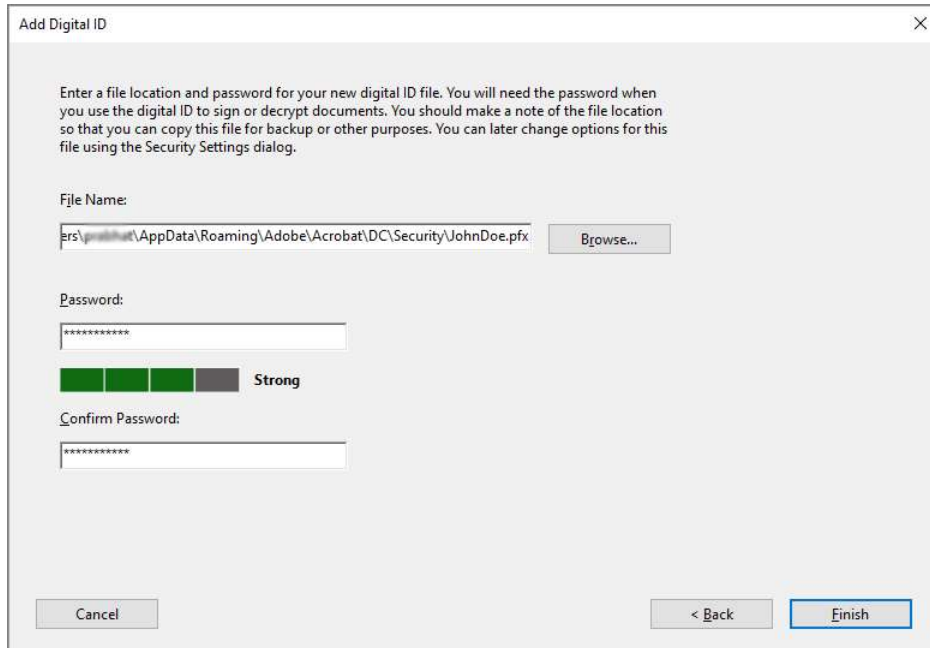
Key Algorithm:

Use digital ID for:

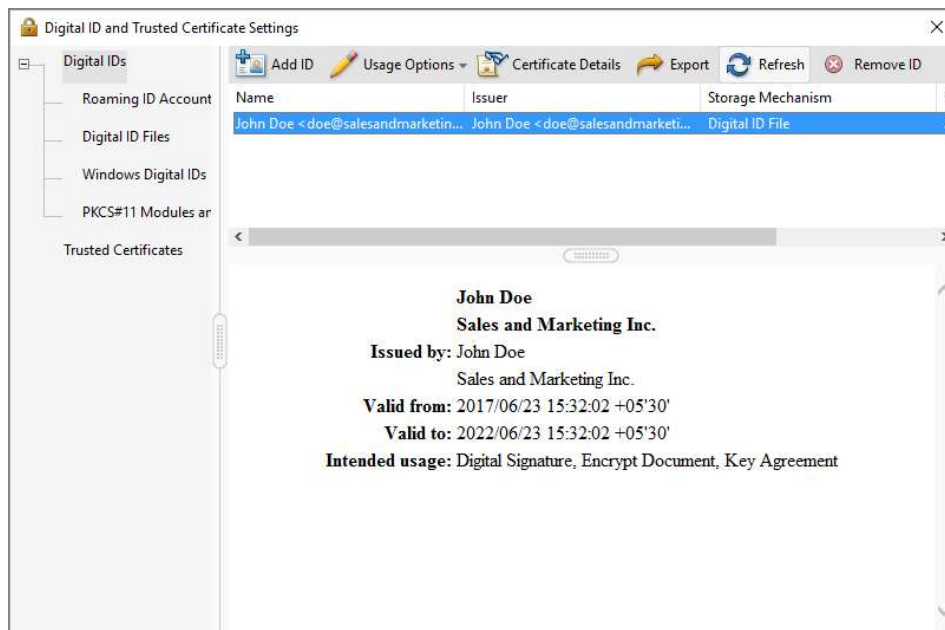
7. Do the following:

- A. Type and confirm a password for the digital ID file. You will need this password each time you use your ID.
- B. The digital ID file is stored at the default location as shown in the File Name field. If you want to save it somewhere else, click Browse and choose the location. Make a note of where your ID is stored.
- C. Click Finish.

If a digital ID file with the same name exists, you're prompted to replace it. Click OK to replace, or browse and select a different location to store the file.



8. The ID is created. NOTE: Make a backup copy of your digital ID file. If your digital ID file is lost or corrupted, or if you forget your password, you cannot use it to add signatures to files.

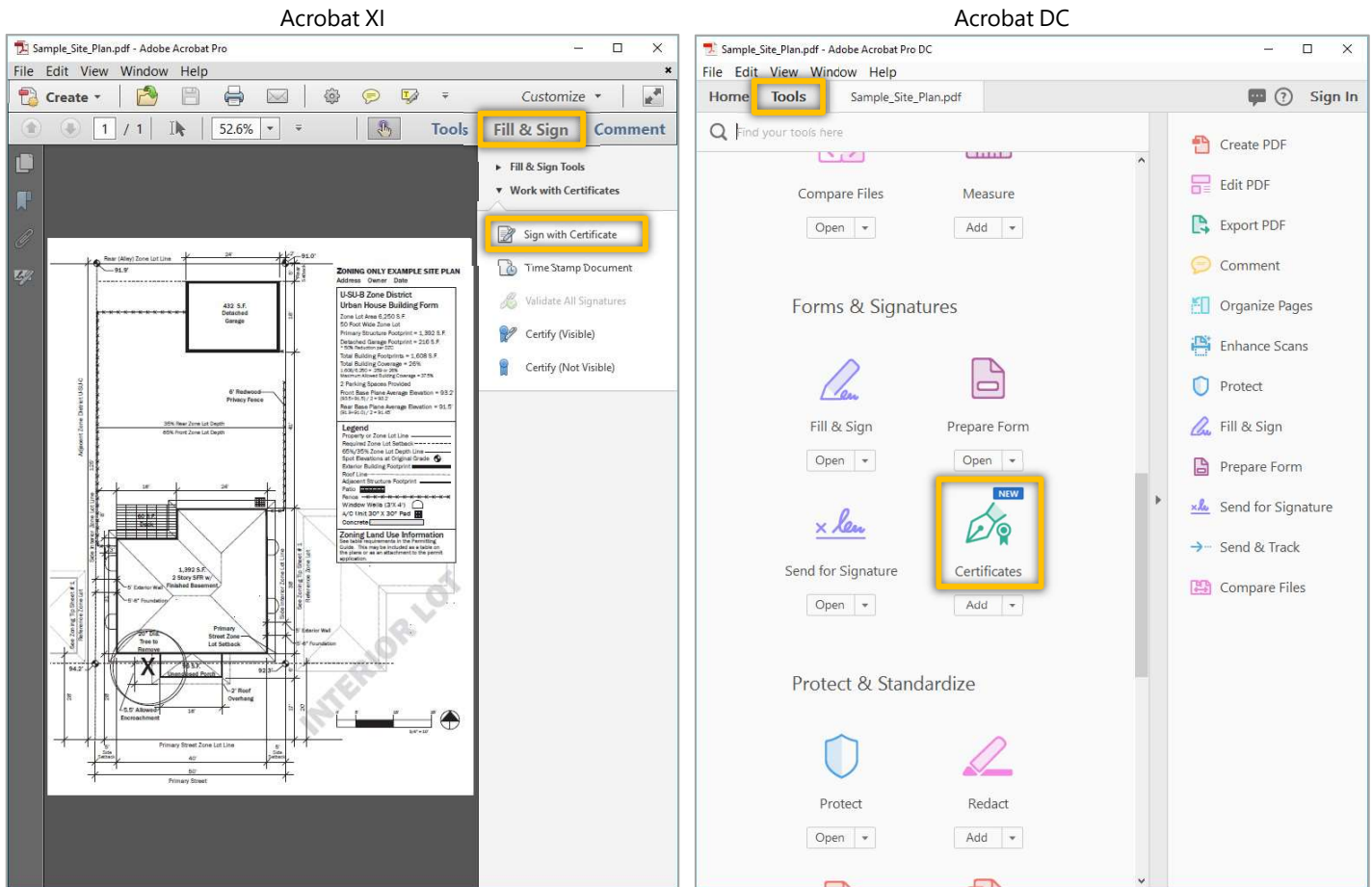


Use your digital ID to sign a PDF file in Adobe Acrobat

This process may vary slightly depending on which version of Acrobat you use.

1. Open the file to be signed.
2. In Acrobat XI, click Fill & Sign and then Sign with Certificate.

In Acrobat DC, click Tools, scroll down to Forms & Signatures and click the Certificates icon. This will open the Certificates toolbar. Click Digitally Sign on the toolbar.



3. Click Drag New Signature Rectangle (or just OK if you are using Acrobat DC), and then click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.



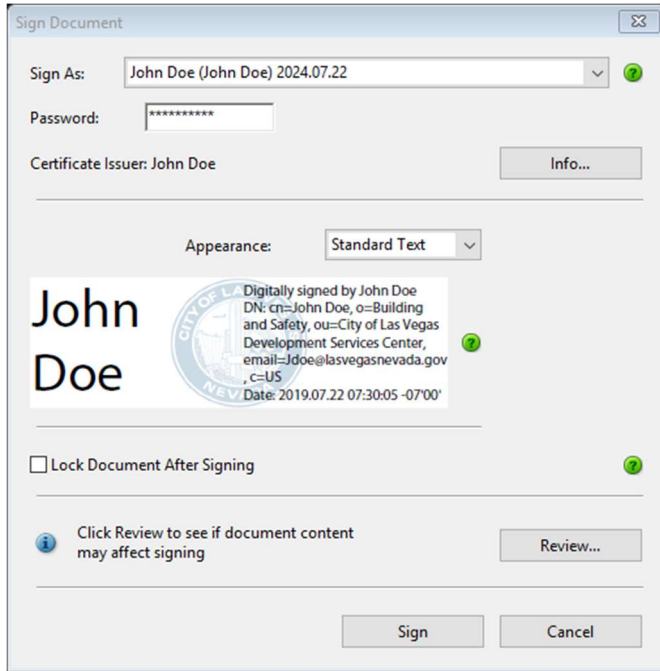
4. Choose the digital ID you want to use for signing:

In Acrobat XI, enter your password and un-check Lock Document After Signing. Then click Sign.

In Acrobat DC, select your ID and click Continue. Enter your password on the next screen and un-check Lock Document After Signing. Then click Sign.

Acrobat XI

Acrobat DC



Note: If your digital ID information is not showing, you can browse your computer to find the ID file.

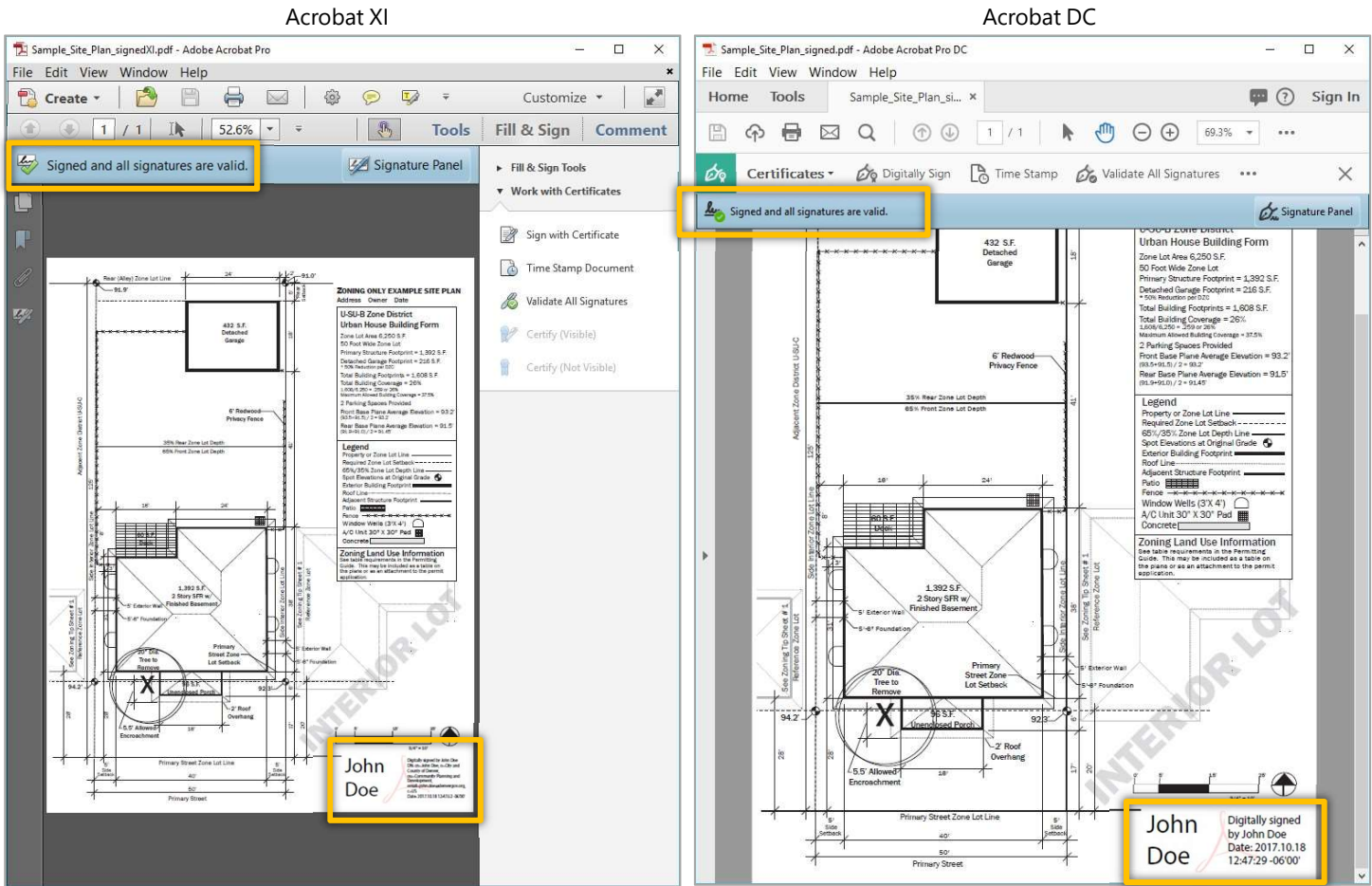
In Acrobat XI, open the drop-down arrow next to the Sign As field and click **New ID**, then select **My existing digital ID from...a file**.

In Acrobat DC, click **Configure New Digital ID** on the Sign with a Digital ID screen, and then select **Use a Digital ID from a file**.

5. Once you click Sign, you will be prompted to save your file.

6. Your document is signed and is ready to be uploaded to the customer portal. Your signature will appear on the document in the area where you drew the rectangle, and the file will show that the signature is valid.

Any changes made to the file from this point on will invalidate the signature.

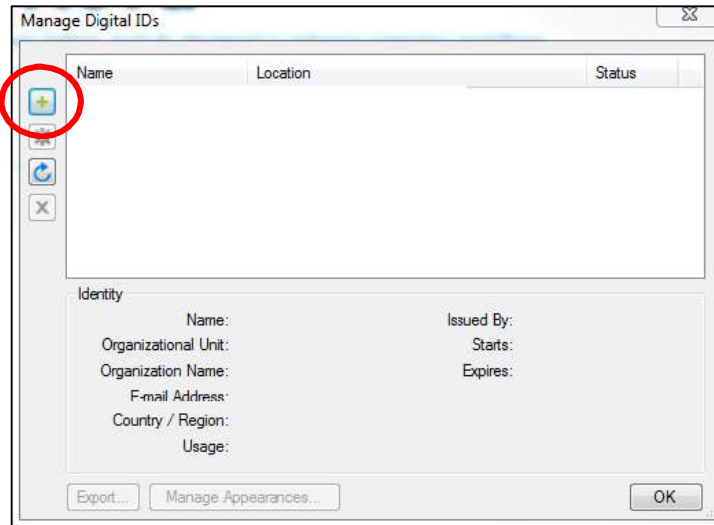


For additional help, consult the Acrobat User Guide available at <https://helpx.adobe.com/acrobat/user-guide.html>.

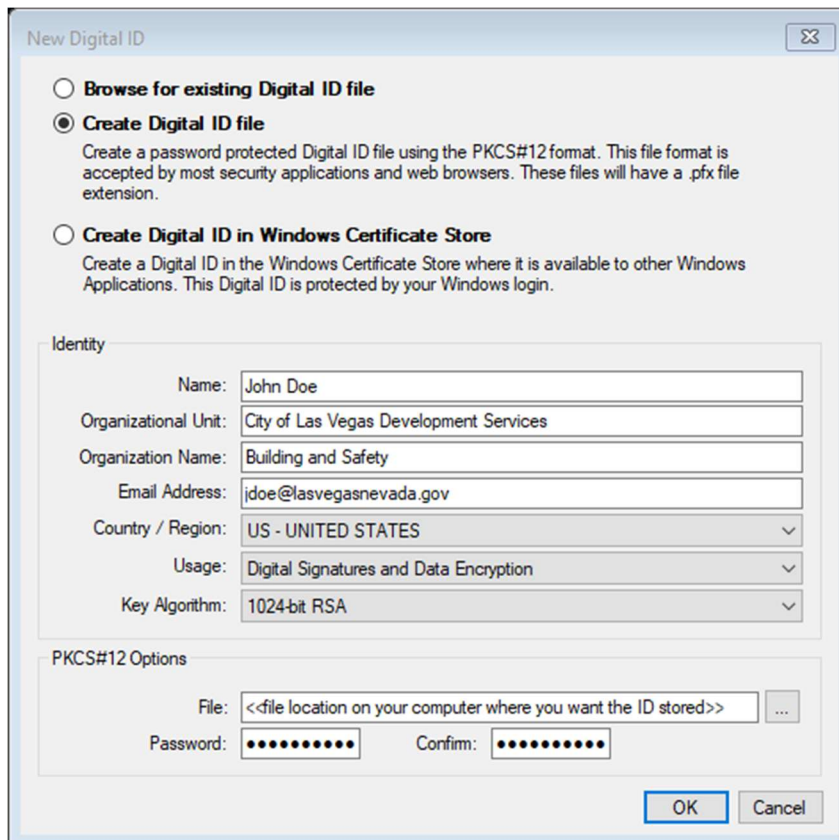
You can also use Adobe's digital ID resources available at <https://helpx.adobe.com/acrobat/using/digital-ids.html>.

Create a digital ID using BlueBeam Revu 2018

1. In BlueBeam, click the Tools menu → Signatures → Digital IDs...
2. On the window that appears, click the green plus sign to add a new signature.



3. Select Create Digital ID file and in the Usage field, choose Digital Signatures and Data Encryption.
 - A. Then fill in your personal information, enter a password for the ID file, and click OK.



Use your digital ID to sign a file using BlueBeam Revu 2018

1. In BlueBeam, click the Tools menu → Signatures → Sign Document.
2. Click and hold down your mouse to draw a rectangle on the area of the document that you want to sign.
3. Using the Digital ID: drop-down arrow, select the ID file you want to use.
 - A. Then, enter your password.
 - B. Under Signature Type, make sure to select Digital Signature.

Sign

Digital ID:
John Doe View... New...

Password:
..... Log in

Signature Type
 Digital Signature
 Document Certification
Permitted changes after certifying:
Fill in forms and digital signatures

Options
Reason: I am the author of this document
Location:
Contact Info:

Appearance
Standard Text Edit... New...

John Doe
Digitally signed by John Doe
DN: C=US,
E=jdoe@lasvegasnevada.gov,
O=Building and Safety, OU=City
of Las Vegas Development
Services Center, CN=John Doe
Reason: I am the author of this
document
Date: 2019.07.22 08:33:55-0700

OK Cancel

4. Once you click OK, you will be prompted to save your file.

If you have questions or need clarification, send an email to:
DevelopmentServices@cleanwaterteam.com