



4.0 - Digital Plans



Contract Plans Manual

4.0 - Digital Plans

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4.1 Introduction

Digital plans are a format of plans that do not have a physical component. While they can still be printed to a paper form they are not intended to be used in the physical form. The final format of a digital set of plans is a PDF file for each plan sheet and a PDF file for the special provisions. The PDF files utilize a digital signature by the Professional of Record similar to a physical seal and signature on a mylar plan sheet.

4.2 Plan Sheet Files

Plan sheets will utilize the digital plans title block as outlined in Chapter 3 of this manual. For milestone reviews a single combined PDF can be used. When PS&E plans are created for the project, each plan sheet will be in a single PDF file. This allows replacement of updated plan sheets without affecting the digital signatures on other plan sheets.

Final unsigned plan sheets are placed into the ProjectWise milestone folder STIP_Projects/K#####/Design/1_Milestone_Submission/5_Final for final review.

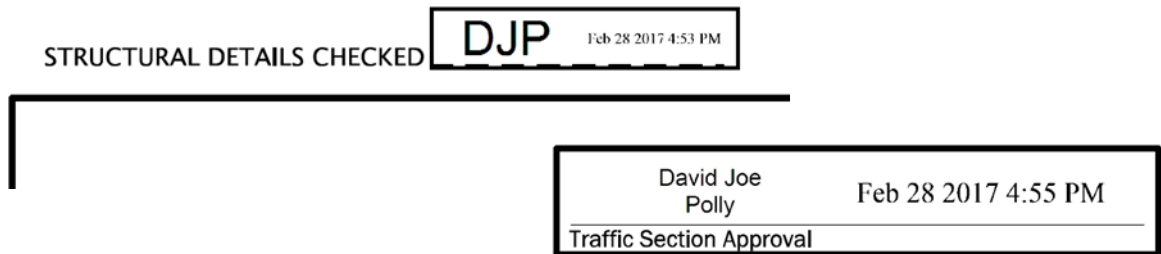
After the final review and corrections are made create single plan sheet PDF files and place them in the STIP_Projects/K#####/Design/1_Milestone_Submissions/6_PSnE folder. Digital signature fields are then added to the PDF plans sheets for the POR seal, Structural Details Checked, and Traffic Section Approval.

4.3 Digital Signature Placement

Plan sheets

The document name of the final PDF files follow the format of k#####_SheetNo.pdf. The final PDF requires a digital signature field to be placed, in each location where a signature will be used, and prior to anyone digitally signing the PDF. Using Cosign digital signature software, after placing the field, turn on the date and time to be added to the signature. To do this either click on the options tab or right click in the field. Select the settings menu and then check the date and time box.

Plans will be digitally signed in the title block area of the plan set, in the Traffic Section Approval box for traffic signals, and as required a digital signature will be placed on Roadway plans in the upper left corner for the “Structural Details Checked” line.





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4.3 Digital Signature Placement (Cont.)

See chapters 6 and 11 for more information about when to use the “Structural Details Checked” cell.

	OREGON DEPARTMENT OF TRANSPORTATION	
	PROJECT TITLE PROJECT TITLE PROJECT TITLE HIGHWAY COUNTY	
	Designer: Type Name Here Drafter: Type Name Here	Reviewer: Type Name Here Checker: N/A
	SHEET TITLE	SHEET NO. 00000

FINAL ELECTRONIC DOCUMENT AVAILABLE UPON REQUEST Rotation: 0° Scale: 1"=100'

Digital signatures can be various styles; an image, full name, initials or the words DIGITALLY SIGNED.

- Use the initials style signature for the “Structural Details Checked” area.
- Use the full name style signature for the Traffic Section Approval on signal plans.
- Type in the names of the Designer, Reviewer, Drafter, and Checker in the MicroStation file. Use N/A when there is not a separate Checker for the plan sheet.
- Use the words DIGITALLY SIGNED style signature over the professional seal in the stamping location. The POR’s seal is placed in the MicroStation file.

To create the various digital signature styles please consult the [ODOT Digital Signatures User Guide](#) (Link for internal staff only).

Special Provisions

The special provisions will contain a stamping page that lists the sections of the special provision that each professional is responsible for. The digital signature will use the words “DIGITALLY SIGNED” over an image of the professional seal in the appropriate location on the signature sheet. The image is placed in the Word document prior to creating the PDF file where the digital signature is applied.

Remember that all signature fields need to be placed prior to the first digital signature being applied.



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4.4 PS&E Submittal

All of the digitally signed plan sheets in PDF format and digitally signed special provisions in PDF format are placed in the ProjectWise folder

K#####/2_Design/1_Milestone_Submissions/6_PSnE.

4.5 Addendum

Plan sheets created for addendum letters will use the same file name format as the PS&E plans sheets with the addition of “_AD##” where ## is the addendum letter number. As an example, a new sheet added to a set of plans in addendum letter 3 would have a PDF file name format of k#####_SheetNo_AD03.pdf. By adding the “_AD##” to the format specific addendum sheets can be easily seen and this preserves the original file. The addendum letter number is assigned by the project specification writer.