



Contract number \_\_\_\_\_

## **eBuilder user roles.**

### **Instruction sheet**

The information provided on this form is to assist WSSC in setting up the project in eBuilder to house documents and track the progress of construction for physical acceptance (PA), certificate of substantial completion (CSC) and certificate of final acceptance (CFA) through eBuilder. It is the responsibility of the Owner/Applicant of this project to fill in all information. If any changes occur during construction the Owner/Applicant is to submit a new form showing only the changes to the user roles.

**Who is the Owner/Applicant?** – The owner/a applicant is the same entity as listed on the executed permit and/or approved plan. The owner/applicant can assign a representing agent to act on their behalf to sign the CSC form when issued by WSSC. If the owner/applicant wish to represent themselves as the applicant, simply write “Same as Applicant” on the form below.

**Who is the Owner/Applicant’s representing agent?** – Any person assigned by the owner/applicant to represent them as the one point of contact with WSSC all through the construction process. This person (not company) will be communicating with the WSSC Supervisor of Technical Contracts (Contract Manager). The agent’s responsibility will be coordinating and responding to questions from the Contract Manager during review of all construction documents. The agent will be acting on behalf of the applicant when signing the CSC (Certificate of Substantial Completion) form issued by WSSC.

Permission to manage the process, upload, download, view, print and receive notifications from within eBuilder will be granted to the Owner/Applicant or the Applicant’s representing agent only. All other roles will only be granted permission to upload and view documents from within eBuilder.

Other user roles may be but are not limited to Contractors, Geotechnical Engineers, Civil Engineers or Land Surveyors. The owner/applicant will need to fill out the rest of the user roles (page 2) to identify what other users will need access to eBuilder to upload documents and/or as-built drawings.

*Consent;*

*I authorize (individual person’s name) to act as the agent for the owner/applicant of this project during the construction phase. I fully understand that the person who we assign to be acting as the agent for the applicant (listed on sheet two) is representing \_\_\_\_\_ (Owner/Applicant) and has the authority to sign the CSC form when issued by WSSC.*

\_\_\_\_\_  
*Signature (Owner/Applicant)*

\_\_\_\_\_  
*Date*

### **CONSENT TO USE OF ELECTRONIC SIGNATURE**

Pursuant to MD Code, Commercial Law, § 21-104, each party agrees that the electronic signature of the parties included in the attached document(s) is intended to authenticate the writing(s) and shall have the same force and effect as a manually executed signature or original signature.

Pursuant to the Maryland Uniform Electronic Transactions Act, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. MD Code, Commercial Law, § 21-101(i). Without limitation, “electronic signature” shall also include a faxed version of an original signature, electronically scanned and transmitted version of an original signature (e.g. PDF form), or a document transmitted by electronic means and containing, or to which there is affixed, a digital signature.

Each party agrees that no certification authority or other third-party verification is necessary to authenticate the parties’ electronic signatures and that each party’s electronic signature shall be attributable to the person whose name appears below the electronic signature as the act of that person.

The parties certify that the use of electronic signatures in the attached document(s) is not for any illegal or fraudulent purpose.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Contract number \_\_\_\_\_

## **eBuilder user roles.**

<b>Owner/Applicant:</b> (Shown on plans)  Company Name _____  Contact person's name _____  Contact person's title _____  Email Address _____  Contact phone number _____  <b>Utility Contractor:</b>  Company Name _____  Contact person's name _____  Contact person's title _____  Email Address _____  Contact phone number _____  <b>Geotechnical Engineer:</b>  Company Name _____  Contact person's name _____  Contact person's title _____  Email Address _____  Contact phone number _____  <b>Other:</b>  Company Name _____  Contact person's name _____  Contact person's title _____  Email Address _____  Contact phone number _____	<b>Owner/Applicant Representing Agent</b> (if different from Owner)  Company Name _____  Contact person's name _____  Contact person's title _____  Email Address _____  Contact phone number _____  <b>Professional Engineer:</b> (signing the as-builts)  Company Name _____  Contact person's name _____  Contact person's title _____  Email Address _____  Contact phone number _____  <b>Professional Land Surveyors:</b> (signing the as-builts)  Company Name _____  Contact person's name _____  Contact person's title _____  Email Address _____  Contact phone number _____  <b>Other:</b>  Company Name _____  Contact person's name _____  Contact person's title _____  Email Address _____  Contact phone number _____
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