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CHANGE OF ARCHITECT/ENGINEER OF RECORD

The following is required to be submitted to the Community Development Services Department for a Change of Architect/Engineer of Record:

- Change of Architect/Engineer of Record Form (*original signatures*)
- Copy of the certified letter sent to the original Architect/Engineer of Record
- Copy of return receipt as proof of delivery of certified letter
- One new set of drawings, replacing the existing drawings, signed and sealed by new Architect/Engineer of Record
 - All changes to original plans must be clouded and a letter explaining each change must be attached to each set of plans

Please note:

- A building permit for revision of plans shall be submitted.
- The new drawings shall be re-reviewed by all applicable trades and/or departments.
- There may be an additional Plan Review Fee per trade at time of re-review.
- The new Architect/Engineer of record must comply with the requirements of Florida Statutes 471 & 481, Florida Administrative Code, as applicable.



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**CHANGE OF ARCHITECT/ENGINEER OF RECORD HOLD
HARMLESS AGREEMENT**

PERMIT No: _____ DATE: _____

Job Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone No: _____

City & Zip Code: _____

CURRENT ARCHITECT/ENGINEER OF RECORD INFORMATION:

Name: _____

Address: _____

Phone No: _____

City & Zip Code: _____

NEW ARCHITECT/ENGINEER OF RECORD INFORMATION:

Name: _____

Address: _____

License No: _____

Phone No: _____

City & Zip Code: _____

Partial inspections performed by Architect/Engineer of record:

Yes, Date _____

No

I agree to hold the City of Wilton Manors, Community Development Services Department, its agents and authorized personnel, harmless and relieve them from any responsibility or liability for any legal action or damage, cost or expense, including but not limited to attorney's fees resulting from substituting the design professional. I furthermore assume responsibility for corrections, if required, of work performed under the permit for which I am requesting substitution of the design professional. In the event there has been a change of ownership of the property, the new owner assumes the responsibility for notifying the previous owner of their intent to substitute the design professional. I am also certifying that I understand and fully comply with the requirements of F.S.471, and Florida Administrative Code 61G15-27.001 (Engineers) and/or F.S.481, and Florida Administrative Code 61G1-18.002 (Architects).



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**CHANGE OF ARCHITECT/ENGINEER OF RECORD HOLD
HARMLESS AGREEMENT**

Signatures of:

New Architect/Engineer of Record

Property Owner

Type/Print Architect/Engineer Name

Type/Print Property Owner's Name

State of _____

State of _____

County of _____

County of _____

Sworn to and subscribed before me,
by means of physical presence or
 online notarization, this

Sworn to and subscribed before me,
by means of physical presence or
 online notarization, this

____ Day of _____

____ Day of _____

20____, by _____

20____, by _____

Personally, known or Produced Identification

Personally, known or Produced Identification

Type of Identification Produced

Type of Identification Produced

Signature of Notary Public

Signature of Notary Public



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ENGINEER

61G15-27.001 Procedures for a Successor Professional Engineer Adopting As Their Own the Work of Another Engineer.

(1) A successor professional engineer seeking to reuse already sealed plans, prints, engineering specifications, and/or engineering calculations under the successor professional engineer's seal shall do so in compliance with Section 471.025(4), F.S. In other words, calculations, site visits, research and the like must be documented and producible upon demand. Plans, prints, engineering specifications, and/or engineering calculations need not be redrawn by the successor professional engineer; however, justification for such action must be available through well kept and complete documentation on the part of the successor professional engineer as to their having rethought and reworked the entire design process. A successor professional engineer must use their own title block, seal and signature and must remove the title block, seal and signature of the original professional engineer before reusing any sealed, prints, engineering specifications, and/or engineering calculations used for permitted works.

(2) Prior to sealing and signing such work a successor professional engineer shall be required to notify the original professional engineer, their successors, or assigns of the successor's intention to use or reuse the original professional engineer's work. Notification shall be by certified letter or other verifiable communication to the last known physical or electronic address of the original professional engineer.

(3) A professional engineer's reliance upon and legal use of another's engineering work, in the normal course of providing original service, is not reuse or adoption of such other engineer's work as contemplated by Section 471.025(4), F.S., and the professional engineer relying upon such work is not a "successor engineer" as used in that section. Such engineering work includes but is not limited to, geotechnical reports, soil investigation reports, legal surveys, and other works that may be sealed, but which are used to support the professional engineer's work and are not adopted as the professional engineer's original service or work product.

Rulemaking Authority 471.033(2) FS. Law Implemented 471.025(4), 471.033(1)(j), 471.005(6) FS. History—New 8-25-87, Amended 4-21-88, 8-3-88, Formerly 21H-27.001, Amended 8-8-18, 12-29-19.



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ARCHITECT

61G1-18.002 Procedures for a Successor Architect Adopting as His Own the Work of Another Architect.

(1) A successor registered architect seeking to reuse already sealed contract documents under the successor registered architect's seal must be able to document and produce upon request evidence that he has in fact recreated all the work done by the original registered architect. Further, the successor registered architect must take all professional and legal responsibility for the documents which he sealed and signed and can in no way exempt himself from such full responsibility. Plans need not be redrawn by the successor registered architect; however, justification for such action must be available through well kept and complete documentation on the part of the successor registered architect as to his having rethought and reworked the entire design process. A successor registered architect must use his own title block, seal and signature and must remove the title block, seal and signature of the original registered architect before sealing, signing and dating any sealed contract documents.

(2) Prior to sealing, signing and dating work, a successor registered architect shall be required to notify the original registered architect, his successors, or assigns by certified letter to the last known address of the original registered architect of the successor's intention to use or reuse the original registered architect's work. The successor registered architect will take full responsibility for the drawing as though they were the successor registered architect's original product.

Rulemaking Authority 481.2055, 481.221(6) FS. Law Implemented 481.221(6) FS. History—New 1-16-86, Amended 5-16-89, Formerly 21B-18.002.