

## CHANGE OF ARCHITECT/ENGINEER OF RECORD

The following is required to be submitted to the Building Code Services Division (BCS) for a Change of Architect/Engineer of Record:

- Resubmit/Revision Form
- 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
- Two new sets of drawings, replacing the existing drawings, signed and sealed by new Architect/Engineer of Record
  - The title block, seal and signature of the original design professional must be removed and replaced by the title block, seal and signature of the 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:

- 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.



2600 Hollywood Blvd., Rm 320, Hollywood, FL 33020  
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www.hollywoodfl.org

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

PERMIT No: \_\_\_\_\_ DATE: \_\_\_\_\_

Site Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_ Phone No. \_\_\_\_\_

### 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 City of Hollywood Development Services Building Division, 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 his and/or her intent to substitute the design professional. I am also certifying that I understand and fully comply with the requirements of F.S.471 CH. 61G15 and/or F.S.481 CH. 61G1.



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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

Sword to and subscribed before me this

this Day of 20, by \_\_\_\_\_

\_\_\_\_ Day of \_\_\_\_\_

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**

Florida Statute 471. CH. 61G15-27.001. Procedures for a Successor Professional Engineer Adopting as His Own the Work of another Engineer

(1) A successor professional engineer seeking to reuse already sealed contract documents under the successor professional engineer'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 professional engineer. In other words, calculations, site visits, research and the like must be documented and producible upon demand. Further, the successor professional engineer 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 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 his having rethought and reworked the entire design process. A successor professional engineer must use his own title block, seal and signature and must remove the title block, seal and signature of the original professional engineer before reusing any sealed contract documents.

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

*Specific Authority 471.033(2) FS. Law Implemented 471.033(1)(j), 471.005(6) FS. History-New 8-25- 87, Amended 4-21-88,8-3- 88, Formerly21H-27.001.*



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## **ARCHITECT**

Florida Statute. 481 CH. 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 scaling, 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 FS. Law Implemented 481.221 (4) FS. History-New 1-16-86, Amended 5-16-89.*

*Formerly 21B- 18.002.*