

## CHANGE OF ARCHITECT / ENGINEER OF RECORD (procedure)

The following is required to be submitted to the Building, Permitting and Inspections (BPI) division 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, as pursuant to Florida Administrative Code (FAC), Chapter 61G15
- Copy of return receipt as proof of delivery of certified letter
- Four 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 per FAC, Chapter 61G15
  - 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 will be a \$40 fee for the Change of Architect/Engineer
- There will be an additional \$40.00 fee charged per division for the re-review of the plans and any revisions, as pursuant to the applicable City of Fort Myers, Code of Ordinances.
- The new Architect/Engineer of record must comply with the requirements of Chapter 471, Florida Statutes and Chapter 61G15, Florida Administrative Code.



**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 Fort Myers, 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 Chapter 61G15-27 (Engineers) and/or 61G15-27 (Architects).



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

Signatures of:

\_\_\_\_\_  
New Architect/Engineer of Record

\_\_\_\_\_  
Owner

State of \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me this  
\_\_\_\_\_ Day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_,

Sworn to and subscribed before me this \_\_\_\_  
Day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_,

Personally known or  Produced  
Identification, Type of Identification produced

Personally known or  Produced  
Identification, Type of Identification produced

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Notary Public

(Seal)

(Seal)

**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.

*Specific Authority 481.2055 FS. Law Implemented 481.221(4) FS. History—New 1-16-86, Amended 5-16-89, Formerly 21B-18.002.*

**CHAPTER 61G15-27**  
**PROCEDURES FOR THE ADOPTION OF ANOTHER'S WORK**

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

**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 produceable 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)(i), 471.005(6) FS. History—New 8-25-87, Amended 4-21-88, 8-3-88, Formerly 21H-27.001.*