



NORTH BAY VILLAGE
EST. 1945

North Bay Village

1666 Kennedy Causeway, Suite 101 North Bay Village, FL 33141

Tel: (305) 754-6740 Fax: (305) 756-7722 Website: www.northbayvillage-fl.gov

CHANGE OF ARCHITECT / ENGINEER

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

- Submit a Change of Architect/Engineer Form (original signatures)
- Copy of the certified letter sent to the original Architect/Engineer of Record and proof of delivery of certified letter
- Two new sets of drawings, replacing the existing drawings, signed, sealed, and dated, 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 narrative 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.
- Revision fees will apply per discipline for the re-review of plans.
- The new Architect/Engineer of record must comply with the requirements of Florida Statutes:
 - Florida Statute. 481 CH. 61G1-18.002 Procedures for a Successor Architect Adopting as His Own the Work of Another Architect.
 - Florida Statute 471. CH. 61G15-27.001. Procedures for a Successor Professional Engineer Adopting As Their Own the Work of Another Engineer.



North Bay Village

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.northbayvillage-fl.gov

NORTH BAY VILLAGE
EST. 1945

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, Formerly 21H-27.001.



North Bay Village

1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 Fax: (305) 756-7722 Website: www.northbayvillage-fl.gov

NORTH BAY VILLAGE
EST. 1945

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.