



Miramar | Building Division

Building, Planning & Zoning Department
2200 Civic Center Place | Miramar, Florida 33025
Tel: 954.602.3200 | Fax: 954.602.3635
www.miramarrfl.gov

CHANGE OF ENGINEER/ARCHITECT OF RECORD

REQUIRED DOCUMENTS

- Owner Hold Harmless Affidavit.
- Professional Engineer/Registered Architect Hold Harmless & Responsibility.
- Proof to the Building Official that previous designer on record for the subject permit has been notified about the intent of change of Architect or Professional Engineer. This notification can be one the following:
 - **Certified Mail Letter and corresponding receipt mailed to previous contractor on record.**
 - **Consent letter (Signed & Sealed) from previous Architect/Engineer on record attesting he/she is aware of the change.**
- Two (2) new sets of plans replacing the previous plans-drawing. The new plans-drawing shall be signed & sealed by the new Registered Architect or Professional Engineer.
 - The new sets of plans will be reviewed by all applicable disciplines.
 - Additional review fees will be charged during the review process.
- A complete Affidavit of Identical Documents must be submitted for Engineered plans submitted with digital signature of the Professional Designer. (Included in this package).

PROCEDURES FOR A SUCCESSOR PROFESSIONAL ENGINEER – FLORIDA ADMINISTRATIVE CODE 61G15-27.001

- (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.

PROCEDURES FOR A SUCCESSOR ARCHITECT PROFESSIONAL ENGINEER – FLORIDA ADMINISTRATIVE CODE 61G1-18.002

- (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.



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CHANGE OF ARCHITECT / ENGINEER OF RECORD INFORMATION

Project Information

Permit/Application Number: _____ Date: _____
Project Name: _____
Job Address: _____ Miramar, Fl. _____
New Architect/Engineer of Record: _____
Name of New Architect/Engineer Record: _____

Property Owner Information

Owner's Name: _____
Owner's Address: _____
Owner's Phone No. _____ Owner's Email: _____

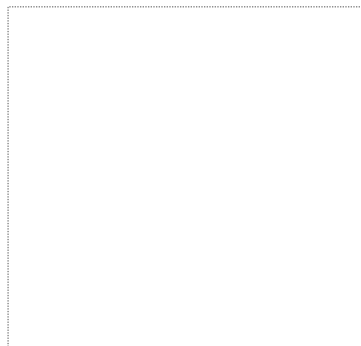
Current Architect/Engineer of Record Information

Current Architect/Engineer of Record: _____
Address: _____
Phone: _____ Email: _____

New Architect/Engineer of Record Information

Current Architect/Engineer of Record: _____
Address: _____
Phone: _____ Email: _____

License No. _____



Seal & Signature



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

Owner Hold Harmless Affidavit

I agree to hold the Building Official, any authorized personnel and city officials of the City of Miramar harmless and relieve them from any responsibility and/or liability for any legal actions, damages, costs, or expenses, including any legal fees resulting from the proposed change of Professional Engineer or Registered Architect.

Owner Signature _____

Print name _____

STATE OF FLORIDA

Sworn to or affirmed and subscribed before me this _____ day of _____, in the year 20 _____

who has taken an oath and is personally known to me

or has produced _____ as identification.

Notary Public Signature _____ My Commission Expires _____

Notary Seal.

Professional Engineer / Registered Architect Hold Harmless and Responsibility Affidavit

I agree to hold the Building Official, any authorized personnel and city officials of the City of Miramar harmless and relieve them from any responsibility and/or liability for any legal actions, damages, costs, or expenses, including any legal fees resulting from the proposed change of Professional Engineer or Registered Architect.

I assume responsibility for corrections, if required, of work performed under the permit for which a substitution of the Designer Professional is submitted to the Miramar Building Division. I furthermore certify that I understand; and as a Professional Engineer, or Registered Architect, I will comply with the requirements of the Florida Administrative Code Florida Administrative Code 61G15-27.001, Florida Administrative Code 61G1-18.002

Professional Engineer/Registered Architect Signature _____

Print name _____

STATE OF FLORIDA

Sworn to or affirmed and subscribed before me this _____ day of _____, in the year 20 _____

who has taken an oath and is personally known to me or has produced _____

as identification.

Notary Public Signature _____ My Commission Expires _____

Notary Seal.



City of Miramar | Building Division

Community Development Department

2200 Civic Center Place | Miramar, Florida 33025

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Affidavit of Identical Documents for Digital Submittal

Attention: All documents digitally submitted for permitting purpose shall be in True PDF format. Other formats, including pictures converted to PDF won't be accepted.

I, *(print full name)* _____ **Architect/Engineer of Record** with registration number AR/PE # _____ with the Architectural/Engineering Firm (Name) _____

_____, hereby attest or affirm that the electronic files submittal of the plans for project located at the location shown below are an exact and accurate duplicate of the complete hardcopy set of plans submitted to the Building Division.

Project Name _____

Property Address: _____

Folio No.; _____

I also hereby acknowledge that if there are any discrepancies between the two versions, the review process for said project will be terminated, become null and void, and require re-application under a new permit application number. Previously reviewed plans and comments will be discarded. This affidavit will apply to all documents submitted electronically throughout the life of the project including initial submittal, re-works, revisions, shop drawings, etc.

Plan's reference/job identification number from title block: _____



Architect/Engineer of Record Signature & Seal

Designer of Record Contact Phone: _____

Contact Email: _____

Sworn to (Or affirmed) and subscribed before me this _____ day of _____ 20_____,

Notary Name: _____

Notary Signature: _____

Notary Seal

Personally known Produced Identification _____ I.D. No. _____