CHANGE OF ARCHITECT/ENGINEER

General Information

- The change of engineer/architect form must be completely and correctly filled out.

- Submit the form to the Building Department Administration, 444 SW 2nd Avenue, 4th floor (Corridor D) for the Building Official’s approval.

- Once approved, a letter will be sent to the owner and the two professionals (the previous and new A/E).

- To comply with the requirements of the Florida Statutes and F.A.C. 61G15-27 and/or 61G1-18.002 (authorizing the re-use of plans from one professional to another), an application for Revision to Plan must be submitted regardless of whether the plans are modified.

- Engineers who adopt the work of another engineer must recreate the work done to produce the original calculations.

- An administrative fee of $100.00 will be charged for the change of professional of record. If plans submittal accompanies the Change of Architect/Engineer, then the $100.00 will be in addition to the corresponding revision fees.
CHANGE OF ARCHITECT/ENGINEER
Hold Harmless Form

PLEASE NOTE: THIS PROCESS TAKES APPROXIMATELY 7 TO 10 DAYS

PERMIT No: ________________________ Job Address ___________________________________________

OWNER’S INFORMATION: (Only the owner of record may submit and must sign this application.)
Name: ______________________________________________________________________________
Address/ City / State / Zip __________________________________________________________________
Phone No: ________________________ Email: ______________________________________________

CURRENT ARCHITECT/ENGINEER OF RECORD INFORMATION:
Name: ______________________________________________________________________________
Address/ City / State / Zip __________________________________________________________________
Phone No: ________________________ Email: ______________________________________________

NEW ARCHITECT/ENGINEER OF RECORD INFORMATION:
Name: ______________________________________________________________________________
Address/ City / State / Zip __________________________________________________________________
Phone No: ________________________ Email: ______________________________________________

Partial inspections performed by Architect/Engineer of record ( ) Yes, Date(s) ________________ ( ) No

I agree to hold the City of Miami, 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 61G1-18 (Architects) and/or 61G15-27 (Engineers).

______________________________ (Date) Owner’s Signature (Date)
New Architect/Engineer of Record Signature

(Seal)

State of Florida ) State of Florida )
County of Miami-Dade ) County of Miami-Dade )
Sworn to and subscribed before me this ______ Day of ________________, 20___.
By ____________________________________________________________________________

By ____________________________________________________________________________

(SEAL) __________________________________________________________________________
Personally known ( ) or Produced Identification ( ), Type of Identification produced __________

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