

## **Florida Building Code 7<sup>th</sup> Edition (2020) Change of Design Professional**

### **Subject: Change of Engineer/Architect Requirements**

In conjunction with State Statutes (F.S. 471, 481) and the Florida Administrative Code (61G1, 61G15) the following procedure will be required when a permit needs a change for the associated design professional (i.e., engineer or architect) of record.

#### **Permits applied for and under review:**

1. Owner's acknowledgement of change and/or letter of removing original professional's service.
2. Documentation indicating that the original professional has been informed by the means of certified mail (green card), written response or approved equivalent (i.e., tracking information from FedEx, UPS).
3. Signed and sealed acknowledgement from successor design professional that they take full responsibility for the drawings submitted and on files as their own or provide a complete new set of drawings. If submitting a complete new set of drawings, the new design professional must use the same naming convention as the previous plans or submit a notarized letter requesting the old plans to be deleted from the project and indicate the specific drawings by name.
4. This will be processed as a correction in which all trades will review documents again.

#### **Permits issued:**

1. Owner's acknowledgment of change and/or letter of removing original professional's service.
2. Documentation indicating that the original professional has been informed by means of certified mail (green card), written response or approved equivalent (i.e., tracking information from FedEx, UPS).
3. Signed and sealed acknowledgement from successor design professional that they take full responsibility for the drawings submitted and on file as their own or provide a complete new set of drawings. If submitting a complete new set of drawings, the new design professional must use the same naming convention as the previous plans or submit a notarized letter requesting the old plans to be deleted from the project and indicate the specific drawings by name.
4. A revision will be required in which all trades will review documents again.

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

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