



**INDIAN RIVER COUNTY/CITY OF VERO BEACH
BUILDING DIVISION**

1801 27th Street, Vero Beach, FL 32960 772 226-1260

Change of Architect or Engineer of Record

The following is required to be submitted to the Building Division for a Change of Architect or Engineer of Record (Design Professional):

- Submit newly adopted, signed and sealed plans with a Revision Form (will need to be reviewed by Plans Examiner)
- Change of Architect or Engineer of Record, letter from new (successor) Architect or Engineer indicating a change has taken place and compliance with applicable Florida Statutes 471, or 481 and Florida Administrative Codes has been followed.
- Provide a copy of the required certified letter sent to the original Architect or Engineer of Record indicating the change.
- Provide a copy of the required return receipt as proof of delivery of certified letter.
- Provide two new sets of drawings, replacing the existing drawings, signed and sealed by new (successor) Architect or Engineer of Record
 - The title block, seal and signature of the original Architect or Engineer of Record must be removed and replaced by the title block, seal and signature of the new (successor) Architect or Engineer of Record
 - All changes to original plans must be clouded and a letter explaining each change must be attached to each set of plans

NOTES:

- The new drawings shall be re-reviewed by Building Division Plans Examiner and/or all other applicable departments and agencies.
- Revisions fees will apply for the re-review of plans and any revisions.
- The new (successor) Architect or Engineer of record must comply with the requirements of Florida Statutes 471 or 481, Florida Administrative Code.
Procedure for Architect: FAC 61G1-18.002
Procedure for Engineer: FAC 61G15-27.001
- See the following page for these Administrative Code sections.

Architect

Florida Administrative Code 61G1-18.002

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, 481.221(6) FS. Law Implemented 481.221(6) FS. History—New 1-16-86, Amended 5-16-89, Formerly 21B-18.002.

Engineer

Florida Administrative Code 61G15-27.001

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

(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.

Rulemaking Authority 471.033(2) FS. Law Implemented 471.025(4), 471.033(1)(j), 471.005(6) FS. History—New 8-25-87, Amended 4-21-88, 8-3-88, Formerly 21H-27.001, Amended 8-8-18, 12-29-19.