



SEMINOLE TRIBE OF FLORIDA
TRIBAL INSPECTOR'S DEPARTMENT
6363 TAFT ST. SUITE 308 | HOLLYWOOD, FL. 33024
OFFICE: (954) 894-1080 FAX: (954) 989-1571
EMAIL: BUILDINGDEPT@SEMTRIBE.COM

CHANGE OF ARCHITECT OR ENGINEER OR RECORD

The following is required to be submitted to the Building Code Services Division (BCS) for a Change of Architect/Engineer of Record:

- **Transmittal Letter** stating the reason for the revision as a change of designer of record.
- **Change of Architect / Engineer Hold Harmless Agreement** signed by both the new designer of record and property owner or authorized agent.
- **Copy of Certified Letter** sent to the original designer of record.
- **New Drawings**, replacing the existing drawings, signed and sealed by the new designer 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 explaining each change must be submitted.

Please note:

- The new drawings shall be re-reviewed by all applicable trades and/or departments.
- The new Architect/Engineer of record must comply with the requirements of Florida Statutes 471 & 481, Florida Administrative Code.



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CHANGE OF ARCHITECT / ENGINEER HOLD HARMLESS AGREEMENT

PERMIT No: _____ DATE: _____

Job Address: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone No: _____

City & Zip Code: _____

CURRENT ARCHITECT/ENGINEER OF RECORD INFORMATION:

Name: _____

Address: _____

Phone No: _____

City & Zip Code: _____

NEW ARCHITECT/ENGINEER OF RECORD INFORMATION:

Name: _____

Address: _____

License No: _____

Phone No: _____

City & Zip Code: _____

Partial inspections performed by Architect/Engineer of record:

☐

Yes, Date _____

☐

No

I agree to hold the Seminole Tribe of Florida, 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 F.S.471 CH. 61G15 and/or F.S.481 CH. 61G1.



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CHANGE OF ARCHITECT / ENGINEER HOLD HARMLESS AGREEMENT (cont...)

Signatures of:

New Architect/Engineer of Record

Property Owner/Agent

Type/Print Architect/Engineer Name

Type/Print Property Owner's Name

State of _____

State of _____

County of _____

County of _____

Sworn to and subscribed before me this

Sword to and subscribed before me this

____ Day of _____

____ Day of _____

20____, by _____

20____, by _____

☐ Personally, known or ☐ Produced Identification

☐ Personally, known or ☐ Produced Identification

Type of Identification Produced

Type of Identification Produced

Signature of Notary Public

Signature of Notary Public



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SUCCESSOR ENGINEER – F.A.C. 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.



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SUCCESSOR ARCHITECT – F.A.C. 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.