

**Islamorada, Village of Islands**  
86800 Overseas Highway  
Islamorada, FL 33036  
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[www.islamorada.fl.us](http://www.islamorada.fl.us)



## CHANGE OF ARCHITECT / ENGINEER

### HOLD HARMLESS LETTER

**Note:** Only the owner may submit and must sign this application  
This process takes approximately 7 to 10 business days

**As legal owner of the subject property, I request the replacement of the Architect/Engineer of record**

Permit #: \_\_\_\_\_

Job Address: \_\_\_\_\_

Unit #: \_\_\_\_\_

#### OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
\_\_\_\_\_

- The form is to be submitted to the Building Department for the Building Official's approval.
- After approval, a letter will be sent to the owner and the two professionals (the previous and new architect/engineer).
- An administrative fee of \$97.00 will be charged for the change of professional of record.

#### EXISTING ARCHITECT / ENGINEER NAME

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

License #: \_\_\_\_\_

Phone: \_\_\_\_\_

#### NEW ARCHITECT / ENGINEER NAME

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

License #: \_\_\_\_\_

Phone: \_\_\_\_\_

I agree to hold Islamorada, 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 Florida Statutes and F.A.C. Chapter 61G15-27 (Engineers) and/or 61G15-27 (Architects).

Property Owner Name  
\_\_\_\_\_

Existing Architect/Engineer Name  
\_\_\_\_\_

New Architect/Engineer Name  
\_\_\_\_\_

Owner Signature  
\_\_\_\_\_

Existing Architect/Engineer Signature  
\_\_\_\_\_

New Architect/Engineer Signature  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF: \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.  
By \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.  
By \_\_\_\_\_

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.  
By \_\_\_\_\_

Personally Known or ID \_\_\_\_\_

Personally Known or ID \_\_\_\_\_

Personally Known or ID \_\_\_\_\_

FOR OFFICE USE ONLY

Building Official Approval: \_\_\_\_\_

Date: \_\_\_\_\_