

Permit Number:  
Folio/Parcel Identification Number:  
Prepared by:

Return to:

**NOTICE OF COMMENCEMENT**

State of Florida, County of Orange

The undersigned hereby gives notice that improvement(s) will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. **Description of property** (legal description of the property, and street address if available)

2. **General description of improvement(s)**

3. **Owner information**

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_ Interest in Property \_\_\_\_\_

4. **Fee Simple Title Holder** (if other than owner shown above)

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_

5. **Contractor**

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_

6. **Surety** (if any)

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_ Amount of bond \$ \_\_\_\_\_

7. **Lender** (if any)

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_

8. **Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by §713.13(1)(a)7, Florida Statutes.**

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_

9. **In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in §713.13(1)(b), Florida Statutes.**

Name \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Address \_\_\_\_\_

10. **Expiration date of notice of commencement** (the expiration date is one year from the date of recording unless a different date is specified) \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

11.

Signature of Owner

Signatory's Printed Name/Title/Office

(or Owner's Authorized Officer/Director/Partner/Manager §713.13[1][d])

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_  
(year) (name of person)

as \_\_\_\_\_ for \_\_\_\_\_  
(Type of authority, e.g., officer, trustee, attorney in fact) (Name of party on behalf of whom instrument was executed)

Signature of Notary Public – State of Florida

(Print, type, or stamp commissioned name of Notary Public)

Personally Known \_\_\_\_\_ OR Produced ID \_\_\_\_\_  
Type of ID Produced \_\_\_\_\_

Verification pursuant to Section 92.525, Florida Statutes: Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person Signing on Line 11-Above



# CITY OF ORLANDO

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## Notice of Commencement Requirements

The purpose of recording a Notice of Commencement is to prepare the owner and/or the owner's agent (the contractor) to deal with possible liens placed on the property being improved.

The Notice of Commencement process outlined below applies to:

- a) a building permit for which the direct contract price is greater than \$2,500;
- b) an electrical, fire, mechanical or plumbing/gas permit for which the direct contract price is greater than \$2,500 and not related to a building permit for which a Notice of Commencement has been filed.

A Notice of Commencement is **not** required with an electrical permit for temporary service/pole only or with a mechanical permit to repair/replace an existing heating or air conditioning system in an amount less than \$7,500. FS 713.135(d).

According to Florida Statutes, Section 713.13, **before** starting any improvement to real property for which the direct contract price is greater than **\$2,500.00**, the owner or owner's agent (contractor) must:

**Step 1**      **RECORD** a Notice of Commencement in the Orange County Comptroller's office, Official Records Department at 109 E. Church St, 3rd Floor, Suite 300, Orlando, FL. (Located at the NE corner of Magnolia and Church in downtown Orlando)  
Phone: (407) 836-5115  
Fax: (407) 836-5101  
Email: [or@occompt.com](mailto:or@occompt.com)  
Office Hours: 7:30am – 4:30 pm, Monday - Friday.  
Mailing address: P. O. Box 38, Orlando, FL 32802.  
Overnight Delivery Address: 109 E. Church St. 3rd Fl, Suite 300, Orlando, FL 32801.

**Step 2**      **POST** at the job site **either**:

- a certified copy of the Recorded Notice of Commencement
- a Notarized statement that the Notice of Commencement has been filed for recording along with a copy of the Notice of Commencement

**Step 3**      **FILE** with the Permitting Services Division **PRIOR** to requesting the first inspection:

- a certified copy of the Recorded Notice of Commencement
- a Notarized statement that the Notice of Commencement has been filed for recording along with a copy of the Notice of Commencement

You may complete Step 3 by mail, facsimile, or hand delivery to the Permitting Services Division.

The Permitting Services Division **WILL NOT** perform or approve inspections until Step 3 has been completed by the owner or owner's agent. The recording of the Notice of Commencement is not required prior to the issuance of a permit.

If there are any questions regarding these requirements, please contact the Permitting Services Division at 407.246.2271.

Rev 06/2008