



PERMIT NUMBER: \_\_\_\_\_

**NOTICE OF COMMENCEMENT**

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

1. **DESCRIPTION OF PROPERTY** (Legal description and street address, if available) **TAX FOLIO NUMBER:** \_\_\_\_\_

**SUBDIVISION** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **TRACT** \_\_\_\_\_ **LOT** \_\_\_\_\_ **BLDG** \_\_\_\_\_ **UNIT** \_\_\_\_\_

2. **GENERAL DESCRIPTION OF IMPROVEMENT:** \_\_\_\_\_

3. **OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:**

a. Name and address: \_\_\_\_\_

b. Interest in property: \_\_\_\_\_

c. Name and address of fee simple titleholder (if different than Owner listed above): \_\_\_\_\_

4. **CONTRACTOR'S NAME:** \_\_\_\_\_

b. Contractor's address \_\_\_\_\_ c. Phone number: \_\_\_\_\_

5. **SURETY** (if applicable, a copy of the payment bond is attached):

a. Name and address: \_\_\_\_\_

b. Phone number: \_\_\_\_\_ c. Amount of bond: \$ \_\_\_\_\_

6. **LENDER'S NAME:** \_\_\_\_\_

b. Lender's address: \_\_\_\_\_ c. Phone number: \_\_\_\_\_

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

a. Name and address: \_\_\_\_\_

b. Phone numbers of designated persons: \_\_\_\_\_

8. In addition to himself or herself, Owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b. Phone number of designated person or entity: \_\_\_\_\_

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 1 year from the date of recording unless a different date is specified): \_\_\_\_\_, 20 \_\_\_\_ .

**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.**

Under Penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

\_\_\_\_\_  
**Signature of Owner or Lessee, or Owner's or Lessee's  
Authorized Officer/Director/Partner/Manager**

\_\_\_\_\_  
**Print Name and Provide Signatory's Title/Office**

State of Florida  
County of Palm Beach

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_, as \_\_\_\_\_  
(name of person) (type of authority,...e.g. officer, trustee, attorney in fact)

For \_\_\_\_\_  
(name of party on behalf of whom instrument was executed)

\_\_\_\_\_ Personally known or \_\_\_\_\_ Produced the following type of identification: \_\_\_\_\_

Notary

\_\_\_\_\_  
**Signature of Notary Public**  
(Print, type, or stamp commissioned name of Notary Public)

**WHEN APPLYING FOR PERMITS: IF VALUE OF WORK IS \$2,500 OR TO REPLACE OR REPAIR EXISTING HEATING OR A/C SYSTEMS OVER \$7,500 (713.135 (D))**

1. Pick up Notice of Commencement form from Department of Development, Building Division, West Wing of City of Boynton Beach City Hall complex.
2. Fill out Notice of Commencement form.
3. Owner must sign notice of Commencement form.
4. Owner's signature must be NOTARIZED on Notice of Commencement form.
5. Take Notice of Commencement form to a Palm Beach County Courthouse.\*
6. Have Notice of Commencement RECORDED ***and*** CERTIFIED BY CLERK AT COUNTY COURTHOUSE.
7. Bring ORIGINAL CERTIFIED RECORDED Notice of Commencement back to the City of Boynton Beach, Department of Development, Building Division.
8. Retain a copy of Recorded and Certified Notice of Commencement with the permit card at job site.

Stipulations regarding inspections:

- a. Permits will be issued without N.O.C. However, no inspections will be made until a notarized affidavit as to the recording of N.O.C. and a copy of N.O.C. has been received, which will allow first inspection only OR:
- b. Original Certified copy of Recorded N.O.C. is received in our office.
- c. NO inspections will be performed on work requiring only one (1) inspection until item "B" above is satisfied.

**\*DIRECTIONS TO THE CENTRAL PALM BEACH COUNTY COURTHOUSE**

*205 N. Dixie Highway – Recording Department – Room 4.2500 (355-2991) -- West Palm Beach, FL 33401*

(I-95 to Okeechobee Blvd. - East on Okeechobee Blvd., turn left onto Northbound U.S. Highway 1 [S. Quadrille Blvd.]; the Parking Garage is located on the left, at the intersection with 3<sup>rd</sup> Street; the new Courthouse is located directly across the street. Parking is also available to the east of the new Courthouse (off of U.S. 1 /N. Dixie Hwy), next to the Old Courthouse.)

**\*DIRECTIONS TO THE SOUTH PALM BEACH COUNTY COURTHOUSE**

*200 W. Atlantic Avenue – Recording Department – (561-274-1588) – Delray Beach, FL 33444*

(I-95 to Atlantic Ave. - East on Atlantic Ave., turn right onto SW 2<sup>nd</sup> Ave; the Courthouse is on the right; the Parking Garage is on the left.)