



**CITY OF GREENACRES
BUILDING DEPARTMENT**

5800 Melaleuca Lane
Greenacres, Florida 33463-2399
Tel: (561) 642-2052
Fax: (561) 642-2049

**A NOTICE OF COMMENCEMENT IS REQUIRED ON ALL
PERMITS WHEN THE IMPROVEMENT COSTS
ARE GREATER THAN \$2,500
-OR-
\$15,000 OR GREATER FOR A/C SYSTEMS**

The Notice of Commencement (NOC) notes the intent to begin improvements, the location of the property, description of the work and the amount of bond (if any). Failure to record a Notice of Commencement or incorrect information on the NOC could contribute to the owner having to pay twice for the same work or materials. Requirements specified in Chapter 713 of the Florida Statutes apply to every jurisdiction throughout the state that issues building permits.

A permit may be applied for and processed prior to the receipt of the NOC, however, inspections may not be performed until a certified copy of the NOC is submitted to the Building Department via mail, facsimile or hand delivery.

You must ask specifically for a certified copy of the Notice of Commencement when filing at the Palm Beach County's Clerk and Comptroller's Office, Recording Division at 205 N. Dixie Highway (Room 4.25). For office hours and fees please contact their office at (561)355-2992.

Directions: I-95 North

1. East on Okeechobee Blvd
2. North On Australian Ave
3. East on Banyan to Dixie Highway
4. Parking for Courthouse is available on both sides of Dixie Highway before the railroad tracks
5. Courthouse is on the northeast corner after the railroad tracks

**PLEASE REMEMBER THAT INSPECTIONS CANNOT BE SCHEDULED
UNTIL THE CERTIFIED COPY OF THE NOC IS PROVIDED
TO THE BUILDING DEPARTMENT**

Instrument Prepared By:

Name: _____

Address: _____

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby gives notice that improvement 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 & street address, if available) **TAX FOLIO NO (PCN):** _____

Legal Description _____

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 from Owner listed above): _____

4. a. **CONTRACTOR'S NAME:** _____

Contractor's address: _____ b. Phone number: _____

5. **SURETY** (if applicable, a copy of the payment bond is attached): a. Amount of bond: _____ b. Phone number: _____

c. Name and address: _____

6. a. **LENDER'S NAME:** _____

Lender's address: _____ b. 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. a. 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 person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date 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.

(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 _____ County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this _____ day of _____, 20____ by _____,
(name of person)

as _____ for _____
(name of party on behalf of whom instrument was executed) (type of authority...e.g. officer, trustee, attorney in fact)

Personally Known _____ or Produced Identification _____ Type of Identification Produced _____

Notary

(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary Public)