



ESCAMBIA COUNTY BUILDING SERVICES

3363 West Park Place Pensacola, FL 32505

Phone: 850-595-3550

Fax: 850-595-3575

Email: buildinginspections@myescambia.com



NOTICE OF COMMENCEMENT RECORDING GUIDELINES

Florida Statutes Section 713.13 requires that prior to commencing any improvement to real property for which the direct contract price is greater than **\$5,000.00**, or the direct contract price is greater than **\$15,000.00** for the repair or replacement of existing heating or air-conditioning systems, the owner or owner's agent (contractor) must record a Notice of Commencement with the jurisdiction. The Notice of Commencement is required to be signed by the owner. Escambia County Building Services will not perform or approve inspections until a certified copy of the Recorded Notice of Commencement has been provided by the Owner or Owner's Agent.

- Record the Notice of Commencement with the Escambia County Clerk of Court's Office, Official Records Department via:
 - Walk-in:
 - 221 S. Palafox Place, 1st Floor, Pensacola, FL. 32502
 - Monday – Thursday, 8:00 a.m. – 5:00 p.m.
 - Friday, 8:00 a.m. – 4:00 p.m.
 - Phone: (850) 595-3930
 - Online:
 - www.erecording.com
 - www.goepn.com
 - www.simplifile.com

Once recorded:

- Providing a certified copy of the Recorded Notice of Commencement to the Escambia County Building Services Department via:
 - Email: buildinginspections@myescambia.com
 - Fax: (850) 595-3575
 - Upload: www.mygovernmentonline.org customer portal
 - Dropoff or Mail: 3363 West Park Place, Pensacola, FL 32505
- Display a certified copy of the Recorded Notice of Commencement at the job site.

The Recorded Notice of Commencement's has an expiration date that is one year from the date of the recording.

If the contracted improvement is not commenced within ninety (90) days of the recording, then the Notice of Commencement is void.

PREPARED BY:

Name: _____

Address: _____

STATE OF FLORIDA
COUNTY OF ESCAMBIA

NOTICE OF COMMENCEMENT

Permit Number _____ Parcel ID Number _____

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, and street address if available. Attach a separate if necessary.) _____

2. **GENERAL DESCRIPTION OF IMPROVEMENT:** _____

3. **OWNER INFORMATION:**

Name and address: _____

Interest in property: _____

Name and address of fee simple titleholder (if other than Owner): _____

4. **CONTRACTOR:** (name, address, and phone number): _____

5. **SURETY (If applicable):**

Name, address, and phone number: _____

Amount of bond \$ _____

6. **LENDER:** (name, address, and phone number) _____

7. 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, address, and phone number) _____

8. In addition to him/herself, owner designates _____ of _____ receive a copy of the Lienor's Notice as provided in § 713.13(1)(b), Florida Statutes.

9. Expiration date of notice of commencement (the expiration date is 1 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 1, 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 SITE OF THE IMPROVEMENT 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.

STATE OF _____

COUNTY OF _____

SIGNATURE OF OWNER

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____.

Notary Seal

SIGNATURE OF NOTARY PUBLIC

TYPED NAME OF NOTARY PUBLIC

Personally Known _____

Produced Identification _____

Type of Identification Produced _____