THIS INSTRUMENT PREPARED BY:
Name:_____
Address: _____
_____

STATE OF FLORIDA
COUNTY OF ESCAMBIA

NOTICE OF COMMENCEMENT

Permit Number _____ **Parcel ID Number (PID)** _____

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:**
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 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.**

STATE OF FLORIDA **COUNTY OF ESCAMBIA**

_____ _____
OWNER'S SIGNATURE OWNER'S PRINTED NAME

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____ by _____ _____. Who is personally known to me OR who has produced identification _____ _____. VERIFICATION PURSUANT TO § 92.525 FLORIDA STATUTES.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AND THAT THE FACTS STATED IN IF IT ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

_____ _____
SIGNATURE OF OWNER OR OWNER'S AUTHORIZED OFFICER/DIRECTOR/PARTNER/MANAGER NOTARY PUBLIC – STATE OF FLORIDA

_____ _____
SIGNATORY'S TITLE/OFFICE PRINT OR STAMP COMMISSIONED NAME OF NOTARY

Escambia County Building Inspections Division
3363 West Park Place
Pensacola, FL 32505
Telephone: (850) 595-3550 Facsimile (850) 595-3589
INTERACTIVE VOICE RESPONSE (IVR): (850) 471-6640
On the Web: www.myescambia.com

NOTICE OF COMMENCEMENT
RECORDING GUIDELINES

Section 713.13, ***before*** starting any improvement to real property for which the direct contract price is greater than **$2,500**, the owner or owner's agent (contractor) must:

Step 1 **RECORD** a Notice of Commencement in the Escambia County Clerk of Court's Office, Official Records Department at 221 S. Palafox Place, 1st Floor, Pensacola, FL.

Phone: (850)595-3930
Office Hours: 8:00 a.m. – 5:00 p.m.
Mailing Address: 221 S. Palafox Place, Pensacola, FL 32502.

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 BID **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, fax, or hand delivery to BID.

BID **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** required prior to the issuance of a permit.

Building Inspection Division's Goal:
To operate a permitting system that is unparalleled in its clarity and customer service in order to ensure economic competitiveness.

Contact Numbers

Phone (850) 595-3550
Fax (850) 595-3575

These guidelines are not intended to be all inclusive. It is intended to provide a detailed guideline in the preparation of plans for submittal to this office for review and approval. There may be additional submittal requirements not listed on the checklist.