



Notice of Commencement Recording Information

The Notice of Commencement is recorded* through the Orange County Comptroller's Office located in downtown Orlando at:

109 E Church Street, Ste 300
Orlando, Florida 32801
(Corner of Church St and Magnolia Ave)
Hours: 7:30 a.m. – 4:00 p.m., Monday - Friday
407.836.5115 (option 5)

*For Erecording information visit: <https://www.occompt.com/official-records/erecording/>

A recorded and certified** copy of the Notice of Commencement is required for inspections; the recorded and certified copy must contain the following:

Items 1, 2, 3 and 4 must be entered in. Items 5-9 only if applicable.

- **Item # 1** Description of property (**address of property being improved, parcel Id. legal description if available**)
- **Item # 2** General description of improvement
- **Item # 3** Owner information (**name, address, interest of property**)
- **Item # 4** Contractor information

The owner or the person authorized as agent to sign, must appear before a Notary Public. The Building Division has notaries available however; the owner must appear in person if notary service is needed. Official photo ID, such as a current driver's license or other current government-issued photo identification must be presented to the Notary.

You will be required to present a certified copy of the recorded Notice of Commencement to obtain a permit and/or prior to the first inspection, in accordance with Section 713.13 of the Florida State Statutes.

The City of Ocoee Building Division is located at:

1 North Bluford Ave
Ocoee, Florida 34761

***Copy of the original document stamped with red ink, signed by the recording clerk at the comptroller's office. To obtain a certified copy online visit: <https://selfservice.or.occompt.com/ssweb/>*