



City of Ocala  
 Growth Management Department 201  
 S.E. 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
 352-629-8421 | [www.ocalafl.gov](http://www.ocalafl.gov)  
 Email: [building@ocalafl.gov](mailto:building@ocalafl.gov)

## NOTICE OF COMMENCEMENT

Permit No. # \_\_\_\_\_

Tax Folio/Parcel ID: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

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

1. Description of property (legal description, lot, block, and street address if available): \_\_\_\_\_

2. General description of improvement: \_\_\_\_\_

3a. Owner name/address: \_\_\_\_\_

3b. Interest in property: \_\_\_\_\_

3c. Name and address of fee simple title holder (if other than owner): \_\_\_\_\_

4. Contractor – Qualifier Name and Address: \_\_\_\_\_

5. Surety – Name and Address: \_\_\_\_\_ Amount of bond: \$ \_\_\_\_\_

6. Lender – Name and Address: \_\_\_\_\_

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:

8. In addition to him/herself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes [Provide Name/Mailing Address]:

9. NOC expiration date (one full year from the date of recording unless 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 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.**

Verification pursuant to Section 92.525, Florida Statutes: Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

\_\_\_\_\_  
 Signature of Owner/A Natural Person  
 (or Owner's Authorized Officer/Director/Partner/Manager)

\_\_\_\_\_  
 Date

**STATE OF FLORIDA**  
 County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (print name of person) as \_\_\_\_\_ (type of authority, e.g. officer, trustee, attorney in fact) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Print, Type or Stamp Commissioned Name of Notary Public

Personally known or  Produced Identification \_\_\_\_\_

## How to Complete a Notice of Commencement (NOC)

### Completion & Submission Instructions

A Notice of Commencement (NOC) is required for certain construction projects and must be properly completed, notarized, recorded, and submitted before inspections can occur.

### When Is a Notice of Commencement Required?

A certified true copy of a recorded Notice of Commencement (NOC) is required when the job value exceeds \$5,000. For air-conditioning change-outs, an NOC is required only if the job value exceeds \$15,000. For new air-conditioning installations, the standard \$5,000 threshold applies.

### Important Requirements

- The NOC must be signed by the property owner or the corporation's registered agent (as listed in the Articles of Incorporation).
- For Florida corporations, the registered agent may be verified at [sunbiz.org](http://sunbiz.org).
- The owner's signature must be notarized before recording.
- The NOC must be recorded with the Clerk of Court.
- A certified true copy of the recorded NOC must be submitted to the Building Department before the first inspection.
- The NOC must be posted on the job site at the time of the first inspection.
- All information must be legible.
- The information on the NOC shall match the building permit application (owner name, contractor information, property description, etc.).
- The description of improvement(s) must closely match the description listed on the building permit application.
- The NOC must be completed in full. If a section does not apply, write "N/A."
- Failure to provide a required recorded NOC may result in inspection delays.

### How to Complete Each Section

**Permit No. :** Enter the permit number if available. If you do not yet have a permit number, leave this blank. The Clerk's Office can record the NOC without it.

**Tax Folio / Parcel ID:** This can be found on your property tax bill.

**1. Legal Description of Property:** Provide the complete legal description of the property, including the full property address, lot number, block number, and subdivision name exactly as it appears on the recorded deed or property records.

**2. General Description of Improvement(s):** Clearly describe the work/ improvements that you will be performing.

⚠ Important: This description must closely match the description listed on your building permit application's scope of work.

**3. Owner Information:** Provide the property owner's name and address.

**b. Interest in Property:** If you are the owner, write "Owner."

**c. Fee Simple Title Holder:** If different from the owner listed above, provide their name and address. If not applicable, write "N/A."

**4. Contractor – Qualifier Name and Address:** Provide the contractor's name, company name (if applicable), and address as it will appear on the permit application. If you are acting as your own contractor, list your information here.

**5. Surety:** In case of default, the person(s) who will be taking responsibility for the owner's obligations. List guarantor's name, address, phone number, and fax. List amount of bond. If not applicable, write "N/A."

**6. Lender:** The person(s) or business from which monies are borrowed. List the lender's name and address. If there is no lender, write "N/A."

**7. Person Designated to Receive Notices:** List the person within the State of Florida designated to receive notices and documents, including name and address.

**8. Person to Receive Lienor's Notice (If Filed):** If a Lienor's Notice is filed, list the person (other than the owner) who should receive a copy, including name and address. If not applicable, write "N/A."

**9. Expiration:** A Notice of Commencement expires one (1) year from the recorded date unless otherwise specified.

### Where to Record Your NOC:

Take the original notarized NOC to

**Clerk of the Court – Annex (1st Floor)**  
**19 NW Pine Avenue**  
**Ocala, FL 34470**  
**352-671-5630**  
**Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.**

After the Notice of Commencement has been recorded, please submit a copy to the Building Division prior to scheduling or receiving your first inspection. You may email a copy to [building@ocalafl.gov](mailto:building@ocalafl.gov). To ensure it is properly attached to your permit record, please include the permit number in the subject line of your email.