



# CITY OF FORT WALTON BEACH

## Growth Management Department

Planning • Building • Inspections  
 105 Miracle Strip Pkwy SW. • Fort Walton Beach, FL  
 32548 850.833.9605 / 9927

### Notice of Commencement

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#### NOTICE OF COMMENCEMENT RECORDING GUIDELINES

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**Section 713.13, before starting any improvement to real property for which the direct contract price is greater than \$5,000, or \$15,000 on mechanical the owner or owner's agent (contractor) must:**

<b>Step 1</b>	<p><b>RECORD</b> a Notice of Commencement at the Recording Division of the Clerk's Office of the Okaloosa County Courthouse Annex.          Address: 1940 Lewis Turner Blvd, Fort Walton Beach, FL 32547.          Phone: (850)-651-7200          Office Hours: 8:00 a.m. - 4:30 p.m.          Mailing Address: 1940 Lewis Turner Blvd, Fort Walton Beach, FL 32547</p>
<b>Step2</b>	<p><b>POST</b> at the job site <b>either:</b></p> <ul style="list-style-type: none"> <li>• A certified copy of the Recorded Notice of Commencement</li> <li>• A notarized statement that the Notice of Commencement has been filed for recording along with a copy of the Notice of Commencement</li> </ul>
<b>Step3</b>	<p><b>FILE</b> with Growth Management Department <b>PRIOR</b> to requesting the first Inspection:</p> <ul style="list-style-type: none"> <li>• A certified copy of the Recorded Notice of Commencement</li> <li>• A notarized statement that the Notice of Commencement has been filed for recording along with a copy of the Notice of Commencement.</li> </ul> <p>You may complete Step 3 by email, fax, mail, or hand delivery to Growth Management Department</p>

**Growth Management Department *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 requested prior to the issuance of a permit.**

**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.**

# NOTICE

Florida State Statute, 713.13 requires, for any permit with a value of \$5,000.00 or more prior to receiving the first inspection, a copy of the Notice of Commencement and a Notarized Affidavit stating that the Notice is being filed with the Clerk of the Circuit Court, must be submitted to the Growth Management Department.

The **Recorded Notice of Commencement**, with the Clerk of Courts stamp, must be filed with the Growth Management Department.

# Notice of Commencement

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

Parcel I.D. No. \_\_\_\_\_

**State of Florida**

**County of** \_\_\_\_\_

THE UNDERSIGNED hereby gives notice that improvements 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: \_\_\_\_\_  
\_\_\_\_\_
2. General description of improvement: \_\_\_\_\_  
\_\_\_\_\_
3. Owner information:
  - a. Name & Address: \_\_\_\_\_  
\_\_\_\_\_
  - b. Interest in Property: \_\_\_\_\_
  - c. Name and address of fee simple titleholder (other than owner): \_\_\_\_\_  
\_\_\_\_\_
4. Contractor's Name & Address: \_\_\_\_\_  
\_\_\_\_\_
5. Surety Information:
  - a. Name & Address: \_\_\_\_\_  
\_\_\_\_\_
  - b. Phone Number: \_\_\_\_\_
  - c. Fax Number: \_\_\_\_\_
  - d. Amount of Bond: \$ \_\_\_\_\_
6. Lender's Name & Address: \_\_\_\_\_  
\_\_\_\_\_
  - a. Phone Number: \_\_\_\_\_
7. Person 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: \_\_\_\_\_
  - a. Phone Number: \_\_\_\_\_
  - b. Fax Number: \_\_\_\_\_
8. In addition to himself, owner designates of \_\_\_\_\_  
\_\_\_\_\_ to receive a copy of Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.
9. Expiration date of Notice of Commencement (the expiration date is one (1) year from the date of recording unless a different date is specified)

\_\_\_\_\_  
Signature of Owner

**State of Florida**

**County of** \_\_\_\_\_

The foregoing instrument was sworn to (or affirmed), subscribed, and acknowledged before me by means of \_\_\_physical presence or \_\_\_online notarization, by \_\_\_\_\_ (name of person making statement), who \_\_\_is personally known to me or \_\_\_has produced \_\_\_\_\_ (type of identification) as identification

Notary Signature: \_\_\_\_\_

Seal:

Name (print): \_\_\_\_\_