



Notice of Commencement

Office of Building Services

315 West Main St., Tavares, FL 32778 · PO Box 7800
Phone (352)343-9653 · Website www.lakecountyfl.gov

Please review the items listed below before completing the Notice of Commencement Form

❖ **Section 713.13, Florida Statutes** provides authority for the Notice of Commencement process. It requires that a certified Notice of Commencement be publicly recorded in the official records of Lake County for any construction project wherein the total cost exceeds \$5,000 (or \$15,000 for a mechanical project).

Once the Notice of Commencement form is completed, it must be signed by the property owner, lessee, or other legally authorized entity documented as the legal owner of the property. The signature line on the Notice of Commencement must be notarized. A copy of the already **recorded** Notice of Commencement must be provided to the Building Division before requesting the first inspection of the construction project. All information must be typewritten or legibly printed.

❖ **1 Legal Description** - For lengthy legal descriptions, attach a separate page and indicate on the form that the legal description is attached. If you are unable to provide a full legal description of the underlying property, the Lake County Property Appraiser's Alternate Key number is acceptable. The job site street address must also be provided.

❖ **2 General Description of Improvement** - You must provide the job description of the work being performed. Do not put "new structure." If constructing a new structure, please provide what type of structure, i.e. family residence, mobile home, garage, screen room, etc.

❖ **3 Owner's Information or Lessee Information** – Generally, Owner's names need to match the underlying recorded deed for the property exactly, with any n/k/a (now known as) or d/b/a (doing business as) information noted. If the deed is in the name of a business entity or a trust or a trustee, this should be noted, and the full name of the entity or trust should be described in the owner's interest section and documents authorizing signature authority must be provided. If the deed is in more than one name, then all names must be listed as owner. Please make sure to read the "Warning to Owner." If Lessee information is entered, the name must match the lease agreement that is to be provided. If the property is owned by a trust, or by an individual as trustee for a trust or other entity, the name of the trust or other entity and title of the signer in relation to the trust or other entity must be identified. ***Any questions regarding legal ownership or authority to provide a Notice of Commencement will be reviewed by the Lake County Attorney's Office and may cause delay depending on availability.***

❖ **4 Contractor Information** - Enter the name and address of the contractor, if the homeowner is performing the work, then enter Owner.

❖ **Signature Section** -

Signature of Owner or Lessee, or Owner's or Lessee's authorized Officer/Director/Partner/Manager--

Only an authorized individual may sign. Any legal owner in Section 3 may sign. If a business entity, the individual signing must provide documented signature authority authorization in order to be accepted.

Signatory's Title/Office - If the person signing is the owner of the property, then write "owner."

If the property is owned by a business entity you must have the authorized signer enter their title. I.e. "President," "Officer," "Partner," "Manager," etc. (cannot be left blank). If the property is owned by a trust, or by an individual as trustee for a trust or other entity, the name of the trust or other entity and title of the signer in relation to the trust or other entity must be identified.

❖ **Please make sure the Notary acknowledgement section is fully completed:**

Date - the date the document is notarized.

By - The name of the person signing the Notice of Commencement

Type of authority - Signer's title... owner, president, manager, etc.

For - Name of the company or the owner's name.

Type of identification - cannot be blank, must show type of identification presented or circle personally known.

After recording, return to: _____

Permit No: _____

Tax Folio No: _____

Notice of Commencement
State of Florida | County of Lake

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 the Property: *(legal description of the property and street address if available)*

Legal Description _____

Street Address _____

2. General Description of Improvement _____

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name _____

Address _____

Interest in Property _____

Name & Address of fee simple titleholder *(if different than owner)*: _____

4. Contractor Information _____

Name _____ Phone Number _____

Address _____

5. Surety *(if applicable, a copy of the payment bond must be attached)*:

Name _____ Phone Number _____

Address _____ Amount of Bond \$ _____

6. Name and address of any person making a loan for the construction of the improvements: _____

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:

Name _____ Phone Number _____

Address _____

8. In addition to himself or herself, Owner designates _____ Of _____ to receive a copy of the following Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes. Phone Number _____

9. Expiration date of notice of commencement *(the expiration date will be 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 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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

Signatory's Title/Office

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization, this _____ day of

_____, 20_____, by _____ who is personally known or produced _____ as type of identification.

(Signer's Name)

Signature of Notary Public – State of Florida (print, type or stamp commissioned name of Notary Public)