

City of Ocala Planning & Development
201 SE 3rd Street, 2nd Floor
Ocala, Florida 34471
Phone: (352) 629-8421 Fax: (352) 629-8264
www.ocalafl.org

NOTICE OF COMMENCEMENT

Permit No. # _____

Tax Folio/Parcel ID: _____ State: _____ County: _____

The undersigned hereby gives notice that 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 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

(Seal)

Personally Known _____ -OR- Produced Identification _____

HOW TO COMPLETE THE NOTICE OF COMMENCEMENT (NOC)

Permit No.: Enter permit number if you have it. It is not required to be filled out if you do not have it; the Clerk's office will record it without the permit number.

Tax Folio/Parcel ID: this can be found on your tax bill

1. Legal description of property: complete address, lot number, block and subdivision
2. General description of improvement(s): List the type of work/improvements that you will be doing on your property.
3. Owner name/address: Property owner of record's name, address, phone number, and fax
 - b. Interest in property: If you are the owner, list "owner" in this space.
 - c. Name and address of fee simple title holder (if other than owner)
4. Contractor – Qualifier name and address: Contractors' name, address, phone number and fax. . If you are the property owner, and you are acting as a contractor, list your information here. If you are hiring a contractor, make sure they are licensed and registered with the City of Ocala by calling our licensing office at 352-629-8421.
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.
6. Lender: The person(s) or business from which monies are borrowed. List lender's name, address, phone number, and fax.
7. The person(s) within the State of Florida that has designated to receive notices/documents.
8. In the case that a Lienor's Notice is filed, list the person(s) (other than the owner) who will receive a copy of the form. List their name, address, phone number, and fax.
9. A Notice of Commencement expires one (1) year from the recorded date (unless otherwise specified).

The owner's signature must be notarized before the Notice of Commencement is recorded. To record your document, you must take your *original* NOC to the 1st floor of the Clerk of the Court Annex:

19 NW Pine Avenue
Ocala, FL 34470
352-671-5630, hours: M – F, 8-5

Once your Notice of Commencement is notarized and recorded, bring your form to the Building Department prior to the issuance of the building permit.

Note: The Notice of Commencement must be completed in full. If a section does not apply to you, please put "N/A" in the space provided.