



Department of Development Services  
Customer Service- Permitting Division  
P.O. Box 150027, Cape Coral , FL 33915  
(239) 574-0546

**NOTICE OF COMMENCEMENT**

Permit No. \_\_\_\_\_ Tax Folio No. \_\_\_\_\_  
State of \_\_\_\_\_ County of \_\_\_\_\_

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 the Notice of Commencement.

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

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

3. **Owner information:** Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Interest in property \_\_\_\_\_  
Name and address of fee simple titleholder (if other than Owner listed above)  
\_\_\_\_\_  
\_\_\_\_\_

4. **Contractor information:**  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_

5. **Surety information (if applicable, a copy of the payment bond is attached):**  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Amount of bond: \$ \_\_\_\_\_ Phone \_\_\_\_\_

6. **Lender information:**  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
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:**  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

8. **In addition to himself or 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.  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

9. **Expiration date of notice of commencement** (the expiration date is 1 year from date of recording unless a different date is specified) \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
(Printed Name of Person Signing Notice) (Owner or Owner's Authorized Officer/Director/Partner/Manager)  
Owner's Name \_\_\_\_\_  
Owner's Address \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENT 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 BY 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 Natural Person Signing Above