



Department of Economic & Development Services Building Division

P.O. Box 1366, Green Cove Springs, FL 32043

Phone: (904) 284-6300

www.claycountygov.com



NOTICE OF COMMENCEMENT

Permit Number: []

The undersigned hereby gives notice that improvement shall be made to certain real property, and in accordance with Chapter 713, F.S., the following information is provided in the Notice of Commencement.

1. Description of Property (legal description of the property and street address if available):

2. General Description of Improvement: _____

3. Owner's Information:

Owner's Name: _____ Owner's Phone Number: _____

Owner's Address: _____

Owner's Email: _____

Interest in Property: _____

Name and Address of Fee Simple Titleholder (if other than Owner): _____

4. Contractor's Information:

Contractor's Name: _____ Contractor's Phone Number: _____

Contractor's Address: _____

Contractor's Email: _____

5. Surety's Information:

Surety's Name: _____ Surety's Phone Number: _____

Surety's Address: _____

Surety's Email: _____

Amount of Bond \$: _____

6. Lender's Information:

Lender's Name: _____ Lender's Phone Number: _____

Lender's Address: _____

Lender's Email: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided in Section 713.13(1)(a)7. Florida Statutes:

Name: _____ Phone Number: _____

Address: _____

8. In addition to himself, Owner designates _____ of _____ to receive a copy of the 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) _____ .

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.

Owner's Electronic Submission Statement: Under the penalty or perjury, I declare that all information contained in this affidavit is true & correct. I hereby certify that I have read and examined this affidavit and know the same to be complete and correct.

Signature of Applicant: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____ A.D. 20 _____

Personally known _____ or produced I.D. Type of I.D. produced _____ & number (#): _____

Signature of Notary _____ Date: _____

