





# CITY OF ORLANDO

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## Notice of Commencement Requirements

The purpose of recording a Notice of Commencement is to prepare the owner and/or the owner's agent (the contractor) to deal with possible liens placed on the property being improved.

The Notice of Commencement process outlined below applies to: a) a building permit for which the direct contract price is greater than \$2,500; b) an electrical, fire, mechanical or plumbing/gas permit for which the direct contract price is greater than

\$2,500 and not related to a building permit for which a Notice of Commencement has been filed.

A Notice of Commencement is **not** required with an electrical permit for temporary service/pole only or with a mechanical permit to repair/replace an existing heating or air conditioning system in an amount less than \$5,000. FS 713.135(d).

According to Florida Statutes, Section 713.13, *before* starting any improvement to real property for which the direct contract price is greater than **\$2,500.00**, the owner or owner's agent (contractor) must:

**Step 1 RECORD** a Notice of Commencement in the Orange County Comptroller's office, Official Records Department at 109 E. Church St, 3rd Floor, Suite 300, Orlando, FL. (Located at the NE corner of Magnolia and Church in downtown Orlando)

Phone: (407) 836-5115

Fax: (407) 836-5101

Email:

or@occompt.com

Office Hours: 7:30am – 4:30 pm, Monday - Friday. Mailing address: P. O. Box 38, Orlando, FL 32802. Overnight Delivery Address: 109 E. Church St. 3rd Fl, Suite 300, Orlando, FL 32801.

**Step 2 POST** at the job site **either**:

- a certified copy of the Recorded Notice of Commencement
- a Notarized statement that the Notice of Commencement has been filed for recording along with a copy of the Notice of Commencement

**Step 3 FILE** with the Permitting Services Division **PRIOR** to requesting the first inspection:

- a certified copy of the Recorded Notice of Commencement
- a Notarized statement that the Notice of Commencement has been filed

for recording along with a copy of the Notice of Commencement You may complete Step 3 by mail, facsimile, or hand delivery to the Permitting Services Division.

The Permitting Services Division **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 not required prior to the issuance of a permit.

If there are any questions regarding these requirements, please contact the Permitting Services Division at 407.246.2271.

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