

CITY OF LAKELAND BUILDING INSPECTION DIVISION



NOTICE OF COMMENCEMENT REQUIREMENTS AND INFORMATION

IMPORTANT: Before you can obtain the permit, the following item must be submitted to the City of Lakeland, Building Inspection office:

- A certified copy of the recorded Notice of Commencement (N.O.C.)

NOTE: Two (2) copies of the N.O.C. have been furnished to you.

The Notice of Commencement document can be recorded at Bartow Courthouse Recording Department located at 255 North Broadway or the document can be mailed to Clerk of Circuit Court Drawer CC8, Post Office Box 9000, Bartow, Florida 33831-9000. The telephone number for the Bartow office is 534-4516.

Documents can also be recorded at the Winter Haven Branch, Polk County Clerk of Court, located at 150 4th Street, N. W., Winter Haven (phone 291-5636) and the Lakeland Branch, Polk County Clerk of Court, located at 930 East Parker Street, (phone 413-2093).

Recording fee is \$12.50 for the first page and \$8.00 for each additional page. Documents must be in by 11:00 A.M. to be recorded the same day.

NOTICE OF COMMENCEMENT

PERMIT # _____

TAX FOLIO # _____

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 this Notice of Commencement.

1. Description of property
2. General description of improvement:
3. Owner information:
 - a. Name & Address:
 - b. Interest In Property:
 - c. Name & Address of Fee Simple Titleholder (other than Owner):
4. Contractor's name & Address:
 - a. Phone Number: _____ b. Fax Number: _____
5. Surety Information:
 - a. Name & Address:
 - b. Phone Number
 - c. Fax Number
 - d. Amount of Bond:
6. Lender's Name & Address:
 - a. Phone Number: _____ b. Fax Number: _____
7. Person within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by 713.13 (1)(a) 7, Florida Statutes:
 - a. Name & Address:
 - b. Phone Number: _____ c. Fax Number: _____
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.
 - a. Phone Number: _____ b. Fax Number: _____
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):

(Signature _____ of
Owner) _____

Sworn to and subscribed before me
this _____ day of _____, 20____.

Notary: _____

Known Personally/I.D. Shown _____

My commission expires: