



City of Jacksonville - Department of Public Works
Building Inspection Division

NOTICE OF COMMENCEMENT

(PREPARE IN DUPLICATE) (Revised 3/30/2026)

Permit No.: _____
State of FLORIDA

Tax Folio No.: _____
County of DUVAL

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.

Legal description of property being improved: _____

Address of property being improved: _____

General description of improvements: _____

Owner (or Lessee information if the Lessee contracted for the improvement): _____

Address: _____

Owner's interest in site of the improvement: _____

Fee Simple Titleholder (if other than owner): _____

Name: _____

Address: _____

Contractor: _____

Address: _____ Phone No.: _____

Surety (if any): _____

Address: _____ Amount of bond (\$): _____

Phone No.: _____ (copy of the payment bond is attached)

Name and address of any person making a loan for the construction of the improvements:

Name: _____

Address: _____ Phone No.: _____

Name of person within the State of Florida, other than himself or herself, designated by owner upon whom notices or other documents may be served, as provided in Section 713.13(1)(a)7., Florida Statutes:

Name: _____

Address: _____ Phone No.: _____

In addition to himself or herself, owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes. (Fill in at Owner's option).

Name: _____

Address: _____ Phone No.: _____

Expiration date of Notice of Commencement (the expiration date is one (1) year after 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 SITE OF THE IMPROVEMENT 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.

Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager: _____

Signatory's Title/Office: _____

THIS SPACE FOR RECORDER'S USE ONLY

OWNER

The foregoing instrument was acknowledged by me by means of physical presence or sworn to (or affirmed) by online notarization this _____ day of _____, 20____, by _____

Signature of Notary Public – State of Florida: _____

Print, Type, or Stamp Commissioned Name of Notary Public: _____

Personally Known OR Produced Identification

Type of Identification Produced: _____