



City of St. Petersburg
Planning and Development Services
One Fourth Street North
St. Petersburg, FL 33701

Construction Services & Permitting

Notice of Commencement

Permit No. _____
Tax Folio No. _____

THE UNDERSIGNED hereby informs you that the improvement will be made to certain real property and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this **NOTICE OF COMMENCEMENT**.

1. Description of property (legal description): _____
a. Street Address: _____
2. Description of improvements: _____
3. Owner information or Lessee information if the Lessee contracted for the improvement::
a. Name and Address: _____
b. Name and Address of fee simple titleholder (if other than owner): _____
c. Interest in property: _____
4. Contractor information:
a. Name and Address: _____
b. Telephone No.: _____ Fax No. (opt.) _____
5. Surety information:
a. Name and Address: _____
b. Telephone No.: _____ Fax No. (opt.) _____
c. Amount of Bond: \$ _____
6. Lender:
a. Name and Address: _____
b. Phone No.: _____
7. Identity of person within the State of Florida designated by owner upon whom notices or other documents may be served:
a. Name and Address: _____
b. Telephone No.: _____ Fax No. (opt.) _____
8. 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:
a. Name and Address: _____
b. Telephone No.: _____ Fax No. (opt.) _____
9. Expiration date of Notice of Commencement (the expiration date is one 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 your lender or an attorney before commencing work or recording your Notice of Commencement.

Under penalty of perjury, I declare that I have read the foregoing Notice of Commencement and that the facts stated therein are true to the best of my knowledge and belief.

(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager) (Signatory's Title/Office)

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online this _____ day of _____, 20_____

by _____ as _____ (type of authority, e.g. officer, trustee, attorney in fact) for _____ (name of party on behalf of whom instrument was executed).

Personally Known Produced Identification Notary Signature _____
Type of ID _____ Print Name _____