Notice of Commencement

Hover over form fields for instructions.

Instructions for submission: Upload completed form to Accela Citizen Access (ACA) Portal using this link or email to permitting@martin.fl.us

This area is reserved for Clerk of the Court certification.

Permit number _____ Parcel number _____

State of Florida | County of Martin

The Undersigned hereby gives notice that improvements will be made to certain real property and, in accordance with Section 713 of the Florida Statutes, the following information is provided in this **Notice of Commencement**.

Description of Property

Legal description _____

Street (job) address _____

General description of improvements

Owner or Lessee Information

(if the Lessee contracted for the improvement)

_____
Name

Address _____ _____ _____ _____
Street City State ZIP Code

Fee simple titleholder (if different from Owner)

_____ _____
Name (if applicable) Interest in property

Address _____ _____ _____ _____
Street City State ZIP Code

Contractor Information

Contractor name | Company | Phone

Address Street | City | State | ZIP Code

Surety (if applicable)

Submit a copy of the payment bond with this form.

Bondholder name | Bond amount | Phone

Address Street | City | State | ZIP Code

Lender Information

Company | Contact name | Phone

Address Street | City | State | ZIP Code

Owner Designees

Notices & other documents

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

Name | Phone

Address Street | City | ZIP Code

Lienor's notices

In addition to himself or herself, the Owner designated the following person to receive a copy of the Lienor's Notice as provided by Section 713.13(1)(b), Florida Statutes.

Name | Organization | Phone

Expiration

The expiration date may not be before the completion of construction and final payment to the contractor, but will be one year from the date of recording, unless a different date is specified.

Notice of Commencement expiration date _____

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 1, 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.

Attestation

Under penalty of perjury I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief.

_____

Signature/date of Owner or Lessee or Owner's or Lessee's authorized officer, director, partner, manager, or attorney-in fact

Notarization

The foregoing Affidavit was acknowledged before me ◯ by physical presence ◯ online

by the above-named ◯ who is personally known to me or ◯ produced the following type of identification

ID information (if applicable) _____ on _____

Notary Seal

_____

Notary Public

_____

Notary signature & date