

HOW TO FILL OUT YOUR **NOTICE OF COMMENCEMENT**

Fill out the top portion of the form: STATE, COUNTY, and TAX PARCEL #

1. Legal description of property: lot #, block, subdivision, & complete address.
2. General description of improvement(s): List the type of work/improvements that you will be doing on your property.
3. Owner: Property owner of record's name, address, phone #, and fax (if applicable).
4. Contractor: Contractor's name, address, phone #, and fax. If you are the property owner, and you are acting as a contractor, list your information here. If you are hiring a contractor, make sure they are licensed and registered with Osceola County by calling our licensing office at 407-343-2226 or 407-343-2254.
5. Surety: In case of default, the person(s) who will be taking responsibility for the owner's obligations. List guarantor's name, address, phone #, and fax.
6. Lender: The person(s) or business from which monies are borrowed. List lender's name, address, phone #, and fax.
7. The person(s) within the State of Florida that the owner has designated to receive notices/documents pertaining to the above mentioned address. List designated person's name, address, phone #, and fax.
8. In the instance that a Lienor's Notice is filed, list the person(s) (other than the owner) who will receive a copy of the form. List their name, address, phone #, and fax.
9. A *Notice of Commencement* expires 1 year from the recorded date (unless otherwise specified).

The owner's signature must be notarized before the *Notice of Commencement* is recorded. To record your document, you must take your *NOC* to the 2nd floor of the Osceola County Courthouse:

Clerk of the Circuit Court
2 Courthouse Square
Kissimmee FL, 34741

Once your *Notice of Commencement* is notarized & recorded, bring your form to the Building Office prior to issuance of the building permit. For information on office hours and acceptable payment types, contact the Recording Office at 407-343-3517.

*The *Notice of Commencement* must be completed in full. If a section does not apply to you, please put "N/A" in the space provided*