



Notice of Commencement Recording Information

The Notice of Commencement must be recorded in the Orange County Comptroller's Office located downtown Orlando.

Location Address:

109 E. Church Street. Ste. 300
Orlando, Florida 32801
Corner of Church Street and Magnolia Avenue
Hours: 7:30am – 4:30pm Monday-Friday
407.836.5115

A certified* copy of the Notice of Commencement is required; the certified copy of the notice of commencement must contain the following:

Items 1, 2 and 3 must be filled in. Items 4-9 only if applicable.

Item # 1 Description of property (**address of property being improved, parcel Id. legal description if available**)

Item # 2 General description of improvement

Item # 3 Owner information (**name, address, interest of property**)

The owner or the person authorized as agent to sign must appear before a Notary Public, the Building Division has a notary available however; the owner must come in person if notary service is needed.

Official photo ID, such as a current driver's license or other current government-issued photo identification must be presented to the Notary.

You will be required to present a certified copy of the recorded Notice of Commencement to obtain a permit and/or prior to the first inspection, in accordance with Section 713.13 of the Florida State Statutes.

The Building Division of the City of Ocoee is located at:

150 N. Lakeshore Drive
Ocoee, Florida 34761
407.905.3104

**Copy of the original document stamped with red ink, signed by the recording clerk at the comptroller's office.*