



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
BUILDING DIVISION
POLICY AND PROCEDURE**

Rebecca D. Caldwell, Director

**PPM#: PBO-038
Issued: 04/18/12
Effective: 04/18/12**

SUBJECT: CONSTRUCTION LIEN LAW

AUTHORITY: Chapter 713, Part 1, Florida Statutes

PURPOSE: The purpose of this PPM is to provide for the implementation of the above referenced state law.

POLICY: This policy applies to all primary permit applications and permits with an aggregate (total cost for all improvements, and not just the work authorized by the individual permit) having a value of greater than \$2,500, except for HVAC system repair or replacement of \$7,500.00 and greater. This policy is effective on all primary permit applications for the improvement of real property in accordance with F.S. Chapter 713, Part 1. Permit Application Intake Staff shall require the following information be submitted by the applicant on the permit application form:

- The Name and Address of the Owner of the Real Property,
- The Name and Address of the Owner of the Contractor,
- A Description Sufficient to Identify the Real Property being Improved,
- The Fee Simple Titleholder's Name and Address (If other than the owner),
- The Bonding Company Name and Address (as applies),
- The Architect/Engineer Name and Address, and
- The Mortgage Lender's Name and Address.

PROCEDURE: A certified copy of the recorded Notice of Commencement (NOC) must be submitted to the Building Division, prior to the first inspection. In lieu of the certified copy, a notarized statement that the NOC has been filed for recording, along with a copy thereof may be submitted. In the absence of the filing of a certified copy of the recorded NOC, the Building Division or a private provider performing inspection services may not perform or

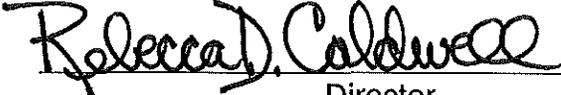
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approve inspections, subsequent to the first inspection, until the applicant files with the Building Division, by mail, facsimile, hand delivery, or any other means, such certified copy.

The Official Notice of Commencement (NOC) document is authored by the Clerk of the Courts. Copies of the NOC are to be provided to the public as a courtesy, and should always be created from the Official Notice of Commencement document available from the Clerk of the Courts. The link to the Clerk's Office to obtain a copy of the NOC form is <http://www.mypalmbeachclerk.com/noc.aspx> .

Supersession History:

1. PPM# PBO-038, issued 09/01/89
2. PPM# PBO-038, effective 09/01/89
3. PPM# PBO-038, issued 07/09/91
4. PPM# PBO-038, issued 08/01/91
5. PPM# PBO-038, issued 08/22/91
6. PPM# PBO-038, issued 09/24/91
7. PPM# PBO-038, issued 11/21/91
8. PPM# PBO-038, issued 04/18/12


Director