



Palm Beach County
Planning, Zoning, and Building Department
Building Division

Notice of Commencement

A Notice of Commencement is required for the construction of, improvements to, or alteration or repair to real property. See [Florida Statute 713](#) for detailed information.

The Notice of Commencement shall be recorded in the office of the Clerk where the real property is located. A certified copy of the Notice of Commencement must be posted on the property. The property owner must sign the Notice of Commencement and no one else may be permitted to sign in his or her stead.

If the direct contract is greater than \$2,500, the applicant shall file with the issuing authority prior to the first inspection a *certified copy* of the *recorded* notice of commencement.

If the direct contract is greater than \$7,500, to repair or replace an existing heating or air-conditioning system, the applicant shall file with the issuing authority prior to the first inspection a *certified copy* of the *recorded* notice of commencement.

The expiration date of a Notice of Commencement will be 1 year from the date of recording unless a different date is specified.

For building permits issued by Palm Beach County, a certified copy of the *recorded* Notice of Commencement must be presented to the Palm Beach County Building Division prior to the first inspection.

You may present the original *certified copy* in person to the Building Division; or

You may fax the original *certified copy* to (561) 656-7978; (561)656-7977; or

You may e-mail a pdf of the original *certified copy* to PZBInspNOC@pbcgov.org

The link to the NOC Form:

[Notice of Commencement form](#)