



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 \$15,000, 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 uploaded through the Online Portal prior to the first inspection.

Submitting a Notice of Commencement (NOC) Using the Online Portal

All NOC's should be submitted using the Online Portal. Once submitted, NOC's are reviewed for sufficiency. If accepted, they become a part of the permit record and the NOC Hold is removed.

- Once you are logged into the portal:
- From the Menu (top left), select Building
- Select Online Submittal, this is the Building Homepage
- Select Supporting Documents
- Locate your permit application number in the search bar
- Select Upload Docs (far right)
- Create a Document Set
- Select the NOC to be uploaded
- Be sure to type in a reason and click submit when done

The link to the NOC Form:

[Notice of Commencement form](#)