



CITY OF SUNNY ISLES BEACH  
BUILDING DEPARTMENT  
18070 COLLINS AVENUE  
SUNNY ISLES BEACH, FL 33160

(305) 947-2150  
(305) 792-1565 FAX  
[WWW.SIBFL.NET](http://WWW.SIBFL.NET)

## CHECK LIST OF REQUIRED DOCUMENTS FOR PERMIT APPLICATION PROCESSING

**PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**ALL CONTRACTORS' LICENSING INFORMATION AND INSURANCES (i.e. Worker's Comp., Liability) MUST BE SUBMITTED AND MUST BE CURRENT AT THE TIME OF APPLICATION SUBMISSION.**

**PLEASE ASK CLERK TO VERIFY THAT YOUR COMPANY'S INFORMATION IS CURRENT WITH THE CITY. SPEAK WITH A CLERK IF YOU HAVE ANY QUESTIONS CONCERNING PERMIT PROCESSING AS WE CANNOT MAKE ANY EXCEPTIONS TO THE DOCUMENTS THAT THE DEPARTMENT REQUIRES.**

INSTRUCTIONS FOR PERMIT CLERK: Please review this checklist with applicant. Both Clerk and Applicant must sign and date this page\*. (\*Applicant's signature does not imply acceptance but rather that Applicant has been advised of these requirements.)

- All Building Department Permit Applications must be fully completed, signed *and* notarized by the owner of the property *and* the qualifier of the company (contractor).
- All improvements exceeding \$2,500 or more (Mechanical - \$5,000 or more) require a Notice of Commencement to be filed with the County Recorder's Office prior to receiving a permit and must be posted at the job site at the time of the first inspection. Notices may be filed at the North Dade Justice Center located at 15555 Biscayne Boulevard. For more information or for their hours, please call (305) 275-1155.
- All permit applications must be accompanied by a copy of the contract for labor and materials.
- HOMEOWNERS: Proof of ownership is required with all applications. We will only accept the following proofs of ownership: *Deed, Closing Statement, or a tax bill.*
- IF YOU LIVE IN A CONDOMINIUM, you must provide us with a notarized letter from the Condominium Association stating that they are aware that work is going to be performed in your unit.
- CONTRACTORS: Proof of insurances and licenses must be submitted at the time Permit Application is tendered.
- Each trade fee sheet(s) must be signed by qualifier of the company (contractor).
- If applicable to the type of improvement, two (2) sets of plans must accompany the Permit Application (check with Building Department).
- If more than one (1) trade is involved, all trade Permit Applications must be brought in at the same time.

\_\_\_\_\_  
Applicant sign and print name

Date: \_\_\_\_\_

\_\_\_\_\_  
Permit Clerk sign and print name

Date: \_\_\_\_\_

**PLEASE NOTE: IN AN EFFORT TO KEEP THIS APPLICATION PACKAGE AT A MINIMUM AND DUE TO THE VARIETY OF JOBS, ALL REQUIRED DOCUMENTS MAY NOT APPEAR ON THIS CHECKLIST. ADDITIONAL DOCUMENTS MAY BE REQUESTED UPON RECEIPT AND/OR REVIEW OF PERMIT APPLICATION. PERM & FIRE DEPT APPROVAL, WHEN APPLICABLE, MAY BE REQUIRED. THANK YOU FOR YOUR UNDERSTANDING.**

## **TILE INSTALLATION & OTHER FLOORING PERMIT REQUIREMENTS\***

- Condominium Association's approval letter (a notarized original letter on the Association's letterhead which is dated and signed by the President or Vice-President of the Board)
- Two (2) copies of the unit's floor plan (a copy may be obtained from your association)
- Sound control specifications for material and thickness to be used (check condo. association for minimum thickness requirement)
- Doors: If any door will be cut at the time of installation, the Building Department must be notified.
- Balcony Tiling: An engineer's letter indicating that the height of the safe guard in relation to the finished floor, after work is completed, will meet the Florida Building Code requirement. Only original letter; signed by an engineer and stamped with an engineer's seal will be accepted. **NO EXCEPTIONS.**
- Bathrooms/Lavatories/Laundry Rooms/Vanity sink areas: Plumbing Permit required.

*\*IMPORTANT: As of August 24<sup>th</sup>, 2004, condo. owners will not be issued permits for any style of tiling, marble, or any other flooring without a licensed and registered contractor. No owner/builder permits will be issued.*

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## **STORM SHUTTER, WINDOW & DOOR PERMIT REQUIREMENTS:**

- Condominium Association's approval letter (a notarized original letter on the Association's letterhead which is dated and signed by the President or Vice-President of the Board)
  - Two (2) copies of the product's Miami-Dade County Product Control approval (N.O.A.) (may be obtained from manufacturer, contractor or Miami-Dade County)
  - Permit Application must specify number of units being installed.
  - Two (2) signed and sealed copies of calculations for site specific wind pressure prepared by a Structural Engineer or Registered Architect must accompany the permit application.
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## **FENCE PERMIT REQUIREMENTS:**

- Two (2) copies of the site plan AND a recent survey (the location of the fence should be reflected on the site plan).
- Fence specifications (i.e type and height) must be indicated on the permit application.
- Property owner and contractor must comply with City of Sunny Isles Beach Ordinance 2001-125 for vacant properties if fence is to enclose a vacant property.
- If the fence is a solid fence, two copies of signed and sealed wind load calculations prepared by a Structural Engineer or Registered Architect must accompany the permit application.

### **ASPHALT, DRIVEWAY & SIDEWALK PERMIT REQUIREMENT:**

- Two (2) sets of drawings showing location of the driveway, drainage and work specifications (i.e. materials to be used).
  - Two (2) sets of a recent survey.
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### **PATIO DECK PERMIT REQUIREMENT:**

- Two (2) sets of drawings showing location of the deck and deck specifications.
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### **EXTERIOR PAINTING PERMIT REQUIREMENTS:**

- Color sample for exterior paint needs to be submitted for approval by the Planning & Zoning Department. (WARNING: do not purchase paint until approved by Zoning Department)
  - Owner's Affidavit and Hold Harmless Affidavit is required.
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### **POOL PERMIT REQUIREMENTS:**

- Building, Plumbing, Electrical, and Mechanical permits are required for pools
  - Two (2) copies of a recent survey, site plans and pool plans
  - Fence permit is also required
- 

### **NEW CONSTRUCTION (SINGLE FAMILY or MULTIPLE FAMILY USE):**

- Two (2) complete sets of signed and sealed plans.
- Plans **must** be reviewed and approved by W.A.S.D. (City of North Miami Beach), DERM (Department of Environmental Resource Management), Miami-Dade County and the Fire Department.
- A master Building Application will be accepted at the time that the completed, signed and sealed plans are presented. However, no permit will be issued if the sub-permit applications with the corresponding fee sheets are not provided. The plans will be reviewed and comments will be made for correction if needed.
- An up-front fee has to be paid at the time of permit submittal. The up-front fee is calculated based on the square footage & value of the work. The fee will be credited to the permit fee when the permit is issued.
- A Contractor Registration, State or County License's Copy, Occupational License, Liability and Workers Comp Insurance with City of Sunny Isles Beach as the certificate holder must be presented. Also a copy of the qualifiers or owners' driver's license for each company.
- Pre-submittal review or "dry runs": There is a charge for this service. We require only one (1) set of pre-submittal plans.

**ATTENTION OWNER-BUILDERS:**

- The only permit that commercial customers may obtain as an “owner-builder” (no contractor) is for tie installation.
  - Owner's Affidavit must be completed, signed, notarized and provided at the time of permit application submission.
  - Hold Harmless Affidavit must be completed, signed, notarized and provided at the time of permit application submission.
  - If two or more trades are involved for a specific job, you are required to hire a general contractor.
  - If two or more trades are involved for a specific job, you are required to obtain a Certificate of Completion from the Building Department after all work has been completed and final inspections have been performed.
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**DEMOLITIONS: SEE DEMOLITION REQUIREMENTS FORM FOR SPECIFIC INSTRUCTIONS.**

# **NOTICE TO CONTRACTOR / OWNERS**

**WHEN PERMIT APPLICATION INCLUDES**

**MORE THAN TWO**

**TYPES OF PERMIT OR TRADES**

**IT IS REQUIRED FOR**

**THE CONTRACTOR OR OWNER**

**TO**

**APPLY FOR AND OBTAIN A**

**CERTIFICATE OF COMPLETION**

**FROM THE BUILDING DEPARTMENT**

**AFTER ALL WORK HAS BEEN FINISHED**

**AND FINAL INSPECTIONS HAVE BEEN PERFORMED**

*City of Sunny Isles Beach*

## Warning to Owner

<p>Your failure to record a Notice of Commencement may result in paying twice for improvements to your property</p>	<p>Q. As a homeowner, what steps can I take to protect myself?</p>
<p>If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. If not seeking financing, contact your attorney or the Florida Department of Agriculture and Consumer Services. A failure to understand your rights and responsibilities may result in your either having to pay for the work two (2) times or losing your property if you do not pay.</p>	<p>A. Before you begin construction, file a Notice of Commencement with the Clerk of Circuit Court in the county where the work will be performed, and post a certified copy at the job site.</p>
<p>Q. What is the Construction Lien Law?</p>	<p>Before you make any payment on the job, make sure you received a Final Release of Lien from your contractor covering the work performed.</p>
<p>A. The new "Construction Lien Law" (Chapter 713, Florida Statutes, as amended) is the current law, which replaces the older mechanics Lien Law. The Construction Lien is a method by which a contractor may claim a lien on real property which they have performed work or provided materials.</p>	<p>Before final payment is made, make sure you receive a Final Release of Lien from your contractor covering all laborers, material suppliers, contractors, subcontractors and sub-subcontractors.</p>
<p>Q. Does the construction Lien Law apply to me?</p>	<p>Q. Can a homeowner be compelled to pay two (2) times for the same work?</p>
<p>A. Yes! If.....</p> <ul style="list-style-type: none"> <li>✓ You own an interest in real property that is being improved.</li> <li>✓ You are employing someone other than yourself to supply materials and labor.</li> </ul>	<p>Yes! When the homeowner doesn't make sure the construction payments are proper, he or she can again be required to pay the unpaid laborer, material man, subcontractor, or sub-subcontractor to the extent of services rendered and not compensated.</p>
<p>Q. When does the Construction Lien law become effective?</p>	<p>Q. Who is affected by the Construction Lien Law?</p>
<p>A. Section 13 (conditional payment of bonds, certificates of payment, and notices of contest), Section 17 (misapplication of funds), and Section 29 (enacting paragraph) take effect on October 1, 1990. The other amendments are effective January 1, 1991. These amendments modify the existing Mechanics Lien Law.</p>	<p>A. (With few exceptions), Every person who is improving property in the State of Florida.</p>
<p>Q. Why should I, as a future homebuilder, be concerned about the Construction Lien Law?</p>	
<p>A. Because a failure to make proper construction payments can result in a lien being filed which may result in your property being sold to satisfy the debt.</p>	<p><b>UNDER NO CIRCUMSTANCES SHOULD YOU MAKE PAYMENT WITHOUT RECEIVING A RELEASE OF LIEN!!!!!!</b></p>

**HOLD HARMLESS AFFIDAVIT**

I, \_\_\_\_\_, as legal owner of the property located at: \_\_\_\_\_ request the cancellation of the following permit:

Permit No.: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
Previous Permit Holder: \_\_\_\_\_  
Permit Holder's Address: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Date of Last Inspection: \_\_\_\_\_

By executing this affidavit, I apply as owner/builder or authorize \_\_\_\_\_ as new contractor to apply for such permit(s) as necessary to construct or complete the construction on subject property.

I on behalf of myself, my agent, contractor, employee(s), successor(s) and assign(s) agree to hold the City of Sunny Isles Beach, its commissioners, employees, agents, contractors, assigns and authorized personnel harmless and relieve them from any responsibility or liability from any legal action or expense (including attorney's fees through the appellate level) resulting from the cancellation of the existing permit or the issuance of a new permit. Furthermore, I assume responsibility for the correction, if required, of work performed under the permit for which I am requesting cancellation. In the event there has been a change of ownership of said property, the new owner assumes the responsibility of notifying the previous owner of his/her intent to transfer the permit.

The person whose signature appears below swears that he / she is the legal owner of the above referenced property.

\_\_\_\_\_  
OWNER

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2004;  
by: \_\_\_\_\_; who is [ ] personally known to me or [ ] has produced identification (type produced: \_\_\_\_\_).

\_\_\_\_\_  
NOTARY PUBLIC, State of Florida [affix Notary stamp here]

\*\*\* NOTE: THIS AREA SHOULD BE COMPLETED BY PRIME CONTRACTOR (ONLY IF SUBCONTRACTOR HOLDS THE PERMIT OR IF THERE IS A CHANGE OF QUALIFIER). \*\*\*

\_\_\_\_\_  
CONTRACTOR

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 2004;  
by: \_\_\_\_\_ as authorized representative of the following named corporation \_\_\_\_\_;  
who is [ ] personally known to me or [ ] has produced identification (type produced: \_\_\_\_\_).

\_\_\_\_\_  
NOTARY PUBLIC, State of Florida [affix Notary stamp here]



# PERMIT APPLICATION

**City of Sunny Isles Beach**  
**Building Department**  
 18070 Collins Avenue  
 Sunny Isles Beach, FL 33160  
 Telephone: (305) 947-2150 • Fax: (305) 947-5107

OFFICE USE ONLY	
<input type="checkbox"/> Master	<input type="checkbox"/> Sub
Process No. _____	
Date Submitted _____	
Permit No. _____	
Date Issued _____	
Type Code _____	
Permit Clerk _____	

### Location of Improvements

Street _____		Master Permit No. _____	
Building No. _____	Suite No. _____	<b>Folio No.</b> _____	
Lot _____	Block _____	Subdivision _____	P.B. Page _____
Current Use of Property _____		Proposed Use of Property _____	

### Owner Information

Name _____		Address _____	
City _____		State _____ Zip _____	
Home Telephone ( ) _____	Work Telephone ( ) _____	Fax ( ) _____	

### Contractor Information

Contractor's Name _____	Contractor's Address _____	Qualifiers' Name _____	
City _____	State _____	Zip _____	E-Mail _____
License Number _____	Certification No. _____	Phone Number ( ) _____	Fax Number ( ) _____

### Type of Improvement

Description of Work (BE SPECIFIC)

Zoning Designation _____	Value of all Work _____	Type of Construction _____	No. of Units _____	Group Occ _____
Square Feet _____	Linear Feet _____	Gallons _____	No. of Floors _____	Bidg. Height _____

Check all the items below that apply (PERMIT WILL COVER CHECKED ITEMS ONLY)

<input type="checkbox"/> New Construction on Vacant Land <input type="checkbox"/> Alteration, Interior <input type="checkbox"/> Alteration, Exterior	<input type="checkbox"/> Foundation Only <input type="checkbox"/> Screen Enclosure <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Shed/Prefab	<input type="checkbox"/> Shell Only <input type="checkbox"/> Addition Attached <input type="checkbox"/> Addition Detached <input type="checkbox"/> Awning/Canopy <input type="checkbox"/> Fencing <input type="checkbox"/> Seawall	<input type="checkbox"/> Signs <input type="checkbox"/> Roofing <input type="checkbox"/> Swimming Pool/Spa <input type="checkbox"/> Hurricane Shutters <input type="checkbox"/> Doors and Windows <input type="checkbox"/> Shop Drawing	<b>Permit Type</b> <input type="checkbox"/> Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Public Works <input type="checkbox"/> Landscaping	<b>Change to Existing Permit</b> <input type="checkbox"/> Change Contractor <input type="checkbox"/> Revision <input type="checkbox"/> Extension <input type="checkbox"/> Upgrade <input type="checkbox"/> Supplement <input type="checkbox"/> Re-inspection <input type="checkbox"/> Permit Renewal
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### Architect Information

Name _____		Address _____	
City _____		State _____ Zip _____	
Telephone ( ) _____	Fax ( ) _____	Certification No. _____	

### Engineer Information

Name _____		Qualifier's Name _____	
Address _____		City _____ State _____ Zip _____	
Telephone ( ) _____	Fax ( ) _____	Certification No. _____	

### Flood Criteria

Flood Zone _____	F B E _____	Panel _____	Map # _____	Date _____
Total Permit Value (6 months) _____		Value of This Job Square Footage _____	Improvement Ratio _____	Bottom of Lowest Horizontal structural member elevation _____



**Permit Application, continued**

**IMPORTANT NOTICES – Please Read**

1. **Work may begin only after receiving a validated permit and permit card.** Applying for a permit does not grant the right to begin construction.
2. **Hours of Operation (Power Tools and Construction Equipment):**  
M – F: 7:30 a.m. to 5:00 p.m. S: 9:00 a.m. to 5:00 p.m.  
No work allowed on Federal and State Holidays.
3. All construction of demolition areas **must be maintained in a clean, neat and sanitary condition** free from construction debris.
4. **Streets and neighboring properties** surrounding the construction site shall be **kept free from dirt and debris.**
5. **Swales must be protected from being damaged by equipment or vehicles.**
6. **Construction trailers are prohibited on single-family residential construction sites.** Other construction may have a trailer, which requires a separate permit.
7. **Portable toilets for a construction site require a separate permit.**
8. **Do not discharge water into the right of way or storm drains** without approval from the Building, Planning and Zoning Department.
9. **Equipment and materials shall be stored** at least 10 feet from the edge of the right-of-way.
10. Department of Health and Rehabilitative Services (HRS) approval is required for applications involving septic tanks. Department of Environmental Resources Management (DERM) and/or Miami-Dade Water and Sewer Department (MDWASD) approval is required for applications involving sewers.
11. **Permit Card, Permit and Plans** must be kept on site, be visible at all times, and be in good condition.
12. **Owner agents must have an affidavit on file** or one must be brought with permit application.
13. **Condo Association Letter of Approval** must be brought with permit application.

**Affidavits – Please read carefully.**

**Warning to Owner:** Your failure to record a NOTICE OF COMMENCEMENT may result in you paying twice for improvements to your property. If you are spending more than \$2,500 or intend to obtain financing, you may wish to consult with your attorney or lender before recording your NOTICE OF COMMENCEMENT. The NOTICE OF COMMENCEMENT must be recorded at: Miami-Dade County, 44 West Flagler Street, 8<sup>th</sup> Floor, Miami; (305) 372-7777. Once recorded, the NOTICE OF COMMENCEMENT must be posted at the Job Site in accordance with Section 713.35 of Florida Statutes. **Reminder:** Failure to comply with this mechanics lien law can result in the property owner paying twice for the building improvements.

**Owner's Affidavit:** I, the owner of the property, have disclosed all information regarding any work at the property performed in the prior 12 months to the Building Official. I understand that if the cumulative cost of the work to my home or business under this and any other permit meets the following criteria:

- equals or exceeds 50% of the fair market value of the structure, the entire structure must meet the present federal flood criteria for finished floor elevation.
- equals or exceeds 50% of the replacement cost of the structure, then the entire structure must conform to the current code requirements of the Florida Building Code.

I certify that all of the foregoing information is accurate and that all work will be done in compliance with the applicable laws regulating construction and zoning. I certify that I am the owner of the property described in this application and that the qualifier for the contracting firm listed on this form is authorized to act as my agent to obtain a building permit for the work described herein.

**Qualifier's Affidavit:** Application is hereby made to obtain a permit to do work and installation as indicated on this form. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits are required for ELECTRICAL, PLUMBING, POOL, EXTERIOR DOOR, MECHANICAL, WINDOW, FENCE, DRIVEWAY, ROOFING and SIGNS WORK; and that additional permits may be required by other governmental agencies.

**Notarized Signature of Property Owner or Authorized Agent**

Signature of Property Owner or Authorized Agent

Date \_\_\_\_\_

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_ by \_\_\_\_\_

Check one:  Personally Known  Produced Identification

Type of Identification (if any) \_\_\_\_\_

Notary Public \_\_\_\_\_ Notary Stamp \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**Notarized Signature of Qualifier**

Signature of Qualifier

Date \_\_\_\_\_

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ (year) \_\_\_\_\_ by \_\_\_\_\_

Check one:  Personally Known  Produced Identification

Type of Identification (if any) \_\_\_\_\_

Notary Public \_\_\_\_\_ Notary Stamp \_\_\_\_\_

My Commission Expires \_\_\_\_\_

**Review – Office Use Only**

**Fees: Check No.**

Approvals	Required	Initial	Date Complete	Approvals	Required	Initial	Date Complete	Permit Fee	\$
DERM	<input checked="" type="checkbox"/>			Mechanical	<input type="checkbox"/>			BCCO	\$
Fire	<input type="checkbox"/>			Zoning	<input type="checkbox"/>			BCAI	\$
NMB Water	<input type="checkbox"/>			Shoreline	<input type="checkbox"/>			DCA	\$
W.A.S.A.	<input type="checkbox"/>			Utilities	<input type="checkbox"/>			Revision Fee	\$
Building	<input type="checkbox"/>			Impact County	<input type="checkbox"/>			Structural Fee	\$
Structural	<input type="checkbox"/>			Impact City of SIB	<input type="checkbox"/>			Education Fee (2%)	\$
Electrical	<input type="checkbox"/>			Health/Hotel	<input type="checkbox"/>			Tech. Fee (5%)	\$
Plumbing	<input type="checkbox"/>							Penalty	\$
								Up-front Fee	\$
								Impact Fee (Parks)	\$
								Impact Fee (Police)	\$
								<b>TOTAL</b>	<b>\$</b>

**Approval by Building Department**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**OWNER'S AFFIDAVIT**

I, \_\_\_\_\_, certify that I am the owner of the following property located at: \_\_\_\_\_

Lot: \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

My notarized signature at the end of this document authorizes \_\_\_\_\_ of \_\_\_\_\_ as my agent to obtain a building permit for the following work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**OWNER SIGNATURE**

**STATE OF FLORIDA**

**COUNTY OF** \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2004 by \_\_\_\_\_; who is [ ] personally known to me or who has [ ] produced identification (type produced: \_\_\_\_\_).

\_\_\_\_\_  
**NOTARY PUBLIC**, State of Florida

(Affix Notary stamp here)

# NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

PERMIT NO. \_\_\_\_\_ TAX FOLIO NO. \_\_\_\_\_

STATE OF FLORIDA:  
COUNTY OF MIAMI-DADE:

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal description of property and street / address:

\_\_\_\_\_  
\_\_\_\_\_

2. Description of improvement:

\_\_\_\_\_

3. Owner(s) name and address:

\_\_\_\_\_

Interest in property: \_\_\_\_\_

Name and address of fee simple titleholder: \_\_\_\_\_

\_\_\_\_\_

4. Contractor's name and address:

\_\_\_\_\_

5. Surety: (Payment bond required by owner from contractor, if any)

Name and Address: \_\_\_\_\_

Amount of bond \$ \_\_\_\_\_

6. Lender's name and address:

\_\_\_\_\_

7. Persons within the state of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.

Name and Address: \_\_\_\_\_

\_\_\_\_\_

8. In addition to himself, Owners designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name and Address: \_\_\_\_\_

\_\_\_\_\_

9. Expiration date of this Notice of Commencement: (the expiration date is 1 year from the date of recording unless a different date is specified)

\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner

Print Owner's Name \_\_\_\_\_ Prepared by \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Address: \_\_\_\_\_

Notary Public: \_\_\_\_\_

Print Notary's Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_