

# HOW AND WHERE TO FILE THE NOTICE OF COMMENCEMENT

RECORDING OFFICE  
INDIAN RIVER COUNTY  
COURTHOUSE  
2000 - 16<sup>TH</sup> AVENUE  
770-5185, EXT. 105

WALK THROUGH TO SECURITY  
RECORDING OFFICE IS LOCATED  
2<sup>nd</sup>-Floor – Go upstairs to the right,  
door on the left.

BE SURE THE NOTICE OF COMMENCEMENT IS FILLED OUT CORRECTLY, AND THEN NOTORIZED BEFORE YOU GO TO HAVE IT RECORDED. THE RECORDING OFFICE CANNOT PROVIDE A NOTARY.

AFTER RECORDING, BRING A CERTIFIED COPY TO THE BUILDING DEPARTMENT. EACH RECORDED NOTICE OF COMMENCEMENT SUBMITTED TO THE BUILDING DEPARTMENT MUST HAVE THE APPROPRIATE PERMIT NUMBER WRITTEN ON IT. BE SURE TO POST A COPY AT THE JOB SITE.