

**HOW AND
WHERE TO FILE THE
NOTICE OF COMMENCEMENT**

**RECORDING OFFICE
INDIAN RIVER COUNTY COURTHOUSE
2000 16TH AVENUE
772-226-3170**

**WALK THROUGH TO SECURITY
RECORDING OFFICE IS LOCATED
1st Floor Room 119 –
Take right hallway to the
back of the courthouse,
turn right to end of the hall.**

**BE SURE THE NOTICE OF COMMENCEMENT IS FILLED OUT
CORRECTLY. THE RECORDING OFFICE CAN PROVIDE A NOTARY
FOR A \$10 FEE. IT COSTS \$10.00 FOR THE FIRST PAGE AND
\$8.50 FOR EACH ADDITIONAL PAGE TO BE RECORDED.**

**AFTER RECORDING, BRING THE RECORDED NOTICE OF
COMMENCEMENT TO THE BUILDING DEPARTMENT. EACH
RECORDED NOTICE OF COMMENCEMENT SUBMITTED TO THE
BUILDING DEPARTMENT MUST HAVE THE APPROPRIATE
PERMIT NUMBER WRITTEN ON IT.**