



Escambia County Building Inspections Division
3363 West Park Place
Pensacola, FL 32505
Telephone: (850) 595-3550 Facsimile (850) 595-3575
On the Web: www.myescambia.com

**NOTICE OF COMMENCEMENT
RECORDING GUIDELINES**

Section 713.13, **before** starting any improvement to real property for which the direct contract price is greater than **\$2,500**, the owner or owner's agent (contractor) must:

Step 1 RECORD a Notice of Commencement in the Escambia County Clerk of Court's Office, Official Records Department at 221 S. Palafox Place, 1st Floor, Pensacola, FL.

Phone: (850) 595-3930
Office Hours: 8:00 a.m. – 5:00 p.m.
Mailing Address: 221 S. Palafox Place, Pensacola, FL 32502.

Step 2 POST at the job site **either**:

- A certified copy of the Recorded Notice of Commencement;
or
- A notarized statement that the Notice of Commencement has been filed for recording.

Step 3 FILE with BID **PRIOR** to requesting the first Inspection:

- A copy of the Recorded Notice of Commencement;
or
- A notarized statement that the Notice of Commencement has been filed for recording.

You may complete Step 3 by mail, fax, or hand delivery to BID.

BID **will not** perform or approve inspections until Step 3 has been completed by the Owner or Owner's Agent.

Building Inspection Division's Goal:

To operate a permitting system that is unparalleled in its clarity and customer service in order to ensure economic competitiveness.

Contact Numbers

Phone (850) 595-3550
Fax (850) 595-3575

These guidelines are not intended to be all inclusive. It is intended to provide a detailed guideline in the preparation of plans for submittal to this office for review and approval. There may be additional submittal requirements not listed on the checklist.