



BUILDING DIVISION
Phone (850) 654-1119

NOTICE OF COMMENCEMENT REQUIREMENT

Florida Statute 713.13 requires that a Notice of Commencement be recorded with the Okaloosa County Clerk of Court for any project whose total cost exceeds \$5,000.00 (or \$15,000 for a Mechanical project). The Building Division will be happy to provide a blank Notice of Commencement for your use. The form is also available in PDF format at www.CityofDestin.com.

Once the form has been completed, it must be signed by the property owner and the signature must be notarized. No one is permitted to sign on the owner's behalf and the Clerk of Court's office does not accept copies. It is not necessary to wait until your Building Permit has been issued to file your Notice of Commencement.

The Okaloosa County Clerk of Court's office is located at:

1940 Lewis Turner Boulevard
Fort Walton Beach, Florida
850.651.7200

Once recorded, please provide a copy to the Building Division. It can be uploaded to your permit application through Compass, brought to our office, or emailed. No inspections can be scheduled until a copy is received.

Should you have any questions, please feel free to ask one of the permit techs for assistance.