

Notice of Commencement (NOC)

A **Notice of Commencement (NOC)** is required in Florida for construction permits **over \$5,000 (\$15,000 for HVAC permits)**. The NOC must be **recorded with the Alachua County Clerk of Court** before it can be accepted.

Before Uploading Your NOC

Please confirm the following:

Owner Information

- The **owner's name must match** the permit application or Property Appraiser records.
- If the property was **recently purchased**, upload the **warranty deed** with NOC.

Signatures

- If the **property owner signs both signature lines**, notarization is **not required**.
- If someone **other than the owner signs**, the NOC **must be notarized** and include the signer's **title or role**.

Power of Attorney (POA)

- If signing on behalf of the owner, a **valid POA must be provided**.
- The POA must authorize the signer to **act for the owner regarding the property**.

If the Owner Is Deceased

- **Probate documentation is required**.
- **A will alone is not accepted**.

Business or Corporate Ownership

- If the property owner is a **business or corporation**, the NOC **must be notarized** and include the signer's **official title**.

Mobile Homes

- If the **mobile home and land have different owners**, the **mobile homeowner may sign**.
- A **valid mobile home title** must be provided.

Submission & Review

- Upload the **recorded NOC** to your permit in **CitizenServe** or deliver it to the office.

- NOCs are **reviewed in the order received**.
 - **Phone or email verification is not available** unless the NOC was already uploaded and missed.
 - Please allow **up to 24 hours for review**.
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HOA or Association Projects

An **HOA or property management company** responsible for exterior building components (roof, siding, etc.) for **attached single-family units** may submit **one NOC for multiple units** if:

- The NOC is **notarized**, and
- **All addresses are listed** in the document.