



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463

Ph: (561) 641-8554 | www.grsmgt.com

REQUEST FOR ARCHITECTURAL COMMITTEE APPROVAL TO MODIFY UNIT AND/OR PROPERTY

Please note there is a required Architectural Modification Application Processing Fee in the amount of \$25.00 payable to GRS Community Management in the form of a money order or cashier's check.

Please submit payment with the attached application and all required documentation.

Thank you.

WYCLIFFE

GOLF & COUNTRY CLUB

Wycliffe Modification Application Procedures Form 1

No exterior modifications, additions or alterations, such as screen enclosures, swimming pools, hot tubs, shutters, roofing. **Exception:** (*Planting, including removal of plants, trees or shrubs are a district's responsibility only*) irrigation wells, walkways, patios, driveways, awnings, doors, windows, mail boxes, exterior painting (excepting district painting), solar panels, generators, gutters, fencing, walls, lighting, underground propane tanks and built in generators, satellite dishes or other exterior modifications or replacements shall take place in Wycliffe unless they are in compliance with Articles XII, XIII and XIV of the Wycliffe Golf & Country Club Homeowner's Association, Inc. (HOA, Inc.) Declaration of Covenants. The District, the Club (if property is adjacent to a golf course) and the Wycliffe Golf & Country Club Homeowner's Association, Inc. Modification Committee (MC) must approve any and all proposed exterior modifications prior to beginning work.

Should a Building Permit be required, a copy of the permit must be delivered to the Administration Offices prior to starting work. Contact the Administration Offices at 561.472.6521 for additional information or clarification.

Approval Process:

- 1) Homeowner must obtain a Wycliffe Modification Application from the Administration Offices.
- 2) Homeowner must submit completed Application Forms and all required documents and samples to the Administration Offices.
- 3) The Administration Offices will contact the appropriate District for its review and action. The District will act expeditiously and return the Application and all required documents and samples to the Administration Offices.
- 4) If applicant's property is located adjacent to Golf Course property, the Administration Offices will contact the Club for its review and action. The Club will act expeditiously and return the Application and all required documents and samples to the Administration Offices.
- 5) The Administration Offices will then contact the MC for its review and action. The MC will act expeditiously and return the Application and all required documents and samples to the Administration Office. Homeowner will be advised in writing of District, Club and MC actions.

I understand the requirements for making modifications at Wycliffe and know that approval of the requested modification by the District, Club and MC does not waive my responsibility to obtain a building permit when required nor does it guarantee the workmanship of any contractor I may hire. I understand that the District, Club and MC assumes no responsibility for safety, structural adequacy, mechanical, electrical or other requirements or whether the modification is free from flood hazards, unstable soil or complies with building codes, laws and regulations.

By signing this Form the Applicant agrees to the above requirements, accepts all liability and holds the Association harmless for any and all damages caused by this modification.

Signature

Date

WYCLIFFE

GOLF & COUNTRY CLUB

Form 2 Modification application form to be filled out by homeowner

District _____

Name _____

Address _____

Phone _____ Mobile _____

General description of modification or alteration

Does your property abut or is it immediately adjacent to the golf course? Please specify East or West course including the hole number _____

Will the proposed improvements be visible from the golf course? _____

How will contractor gain access to modification site? (*i.e. through common area, golf course, your property, etc.*) _____

The following contractor information must be provided

A. Contractor's Name _____

B. Address _____

C. Phone _____ Fax _____

D. Certificate of liability and workman's compensation insurance along with proof of a valid current active Florida Contractor's License attached to this application

E. Tentative commencement and completion dates _____

WYCLIFFE
GOLF & COUNTRY CLUB

Wycliffe Golf & Country Club Homeowner's Association, Inc.

Form 3
Request for Hurricane Shutters

District _____

Name _____

Address _____

Phone _____ Mobile _____

1. How would you best describe the exterior color of your home?

☐ Crème ☐ Light Beige ☐ Brown ☐ Pink ☐ Other _____

2. Color of Shutters

☐ Beige ☐ Ivory ☐ White ☐ Other _____

3. Are you closing off an alcove in the rear for storage during a hurricane?

☐ Yes ☐ No

I certify that all of the above information is correct.

Homeowner's Signature _____

Date _____

WYCLIFFE

GOLF & COUNTRY CLUB

Wycliffe Golf & Country Club Homeowner's Association, Inc.

Form 4 Screen Enclosure Worksheet

District _____

Name _____

Address _____

Phone _____ Mobile _____

1. Submit a copy of the engineered plan and elevation drawing from your screen contractor showing the height of the screen at its peak in relation to the height of the home's roof including the location of all doors.
2. Color of Aluminum Framing _____ Color of Screening _____

Landscaping

1. Will any landscaping be removed in order to install the screen enclosure?
☐ Yes ☐ No
2. Will the removed landscaping be transplanted? If yes, this and any new landscaping must be shown on the plot plan.
☐ Yes ☐ No
3. Will the existing patio or walkway be extended with new pavers and a footer (required by code) to support the new screening?
☐ Yes ☐ No
4. If no, is there an existing footer (required by code) to support the new screening?
☐ Yes ☐ No

Homeowner's Signature _____

Date _____

WYCLIFFE
GOLF & COUNTRY CLUB

Wycliffe Golf & Country Club Homeowner's Association, Inc.

District, Club and WCA Modification Committee Actions

District _____ Is Club approval required? _____

Name of Homeowner _____

Address _____

District Architectural Review Board

☐ Approved ☐ Disapproved

Approved/Disapproved – Subject to the following

Signature of District Authorized Representative _____

Date _____

Modification Committee

☐ Approved ☐ Disapproved

Approved/Disapproved – Subject to the following

Signature of MC Chairman _____

Date _____



ITEMS NOT REQUIRING A PERMIT

Section 105 of the Palm Beach County Amendments to the Florida Building Code requires permits for most construction-related work. Various improvements to real property may not require a Building Permit or Zoning review. Some may require only a Zoning review and are exempt from inspection and Building Code review. These improvements are termed Type 1- Site Plan Review Permits. The work exempted must still be constructed in accordance with minimum code standards. Other improvements for certain structures on actively functioning farms, are subject to agricultural exemption from Building Code enforcement by Florida Statute.

ITEMS NOT REQUIRING A PERMIT

A/C – Replacement of an existing window unit w/an existing dedicated electrical outlet.

AC / Heating – Repair of existing system and/or replacement of any part that does not alter the system listing or make it unsafe.

Ceiling Fan – Replacement of existing fan using existing fan box and wiring.

Ceramic Tile – Remove and replace (Not installed on Fire Rated assemblies).

Dishwasher – exact replacement; same wattage.

Door – Replacement of any exterior door (excluding overhead doors) within the existing jam once in a 12-month period. (1 & 2 Family Dwellings only)

Door – Remove and replace any interior residential door within the individual unit in the same location.

Driveway – Sealcoat asphalt (1 & 2 Family Dwellings only)

Drywall – Minor repairs if value of work is under \$1,000 (1&2 Family Dwellings, Not involving Fire-Rated Assemblies)

Faucet – Replace existing (not involving removal of drywall)

Fence – Minor repair or exact replacement of a existing permitted fence up to \$1000.00 fair market value, excluding pool barriers.

Gutters and Leaders on 1 & 2 Family Dwellings.

Kitchen cabinet - Exact replacement only with no change in configuration of electrical or plumbing (1&2 Family Dwellings).

Light Fixtures – Replace "like for like" in existing lighting outlet 1&2 Family Dwellings Only)

Outlet or switch – Replace existing outlet or switch with appropriate type within existing junction box.

Painting

Pavers, sand set that are not a pool/spa deck or within five feet of a pool, (1 & 2 Family Dwellings Only) excluding driveways or turnouts.

Playground equipment, Manufactured - Site-built play enclosures less than 6' X 6' X 6' (1&2 Family Dwellings Only) (Uses must still meet accessory setback requirements)

Portable / Manufactured Pool or Spa – Less than 24 inches deep

Roof – Minor repair of existing roof covering less than \$1000.00 fair market value

Satellite Dish Antennas – Residential 1 meter or less in diameter. Commercial 2 meters or less in diameter.

Screen room –Rescreening to \$1000.00 value

Siding – Minor repair to existing under \$1000.00 value

Sink – Exact replacement in same location only

Soffit or Fascia – Minor repair or replacement up to \$1000.00 in value, which does not involve structural members

Stucco – Minor repair of existing stucco finish if value of work is under \$1000.00

Water Closet – Replacement in same location

Water Heater – Repair or replace heating elements.

Window – Repair within existing frame if value of work is under \$1000.00

Wood Deck –Minor replacement of existing decking under \$1000.00 (1 & 2 Family Dwelling Only)

This table is a concise guide to Palm Beach County Building Division Policies and local Building Codes. In the event of a conflict between this document and a specific rule or regulation, the law shall control.

All work must comply with all applicable current codes and standards.

AGRICULTURAL EXEMPTIONS

Non-Residential Buildings on Farms – Zoning and Floodplain Approvals Required Refer to PZB-PPM MD-RI-002

Site Plan Review Permits

- Court Surfaces – (1 & 2 Family Dwellings)
- Driveway, Parking, Resurfacing, Repaving (1 & 2 Family Dwelling only) No expansion of paved area, or in R.O.W.
- Fence – (1 & 2 Family Dwelling), except zero lot line, safe site corners and pool barrier
- Flag Poles – (Less than 20 feet high)
- Painted Walls Signs
- Slab – (1 & 2 Family Dwelling) – Not for Future Structure and not including footers or located within 5 feet of a pool
- Planters – Less than 3 feet in height
- Accessory Enclosure (sheds) – Max. 6'x6'x 6'H for Single Family Dwelling Only

This table is a concise guide to Palm Beach County Building Division Policies and local Building Codes. In the event of a conflict between this document and a specific rule of regulation, the law shall control.

All work must comply with all applicable current codes and standards.

REQUIRED APPLICATION SUBMITTALS

	Forms 1 & 2 are Required for all Applications Forms 3 or 4 are also Required for Screens & Shutters	Site Plan (Plot Plan)	Drawings or Product Specifications Prepared by an Architect, Engineer or Other Professionals	Color Samples	Contractor's License	Contractor's Liability & Workman's Compensation Insurance
Bldg Additions & Alterations	YES	YES	YES	YES	YES	YES
Roofing	YES	YES	YES	YES	YES	YES
Sun or Florida Room	YES	YES	YES	YES	YES	YES
Screen Enclosures	YES	YES	YES	YES	YES	YES
Swimming Pools & Hot Tubs	YES	YES	YES	NO	YES	YES
Shutters	YES	NO	YES	YES	YES	YES
Landscaping	YES	YES	YES	NO	YES	YES
Irrigation Wells	YES	YES	YES	NO	YES	YES
Walkways & Patios	YES	YES	YES	paver sample	YES	YES
Driveways	YES	YES	YES	paver sample	YES	YES
Awnings	YES	YES	YES	fabric sample	YES	YES
Exterior Doors	YES	NO	YES	YES	YES	YES
Windows	YES	NO	YES	YES	YES	YES
Exterior Painting	YES	NO	NO	YES	YES	YES
Exterior Lighting	YES	YES	YES	YES	YES	YES
Exterior Low Voltage Lighting by Homeowner	YES	YES	NO	YES	NO	NO
Generators	YES	YES	product specs	YES	YES	YES
Underground Propane Tanks	YES	YES	product specs	NO	YES	YES
Solar Panels	YES	roof plan	YES	YES	YES	YES
Gutters	YES	NO	product specs	YES	YES	YES
Fencing	YES	YES	product specs	YES	YES	YES
Walls	YES	YES	YES	YES	YES	YES
Satellite Dishes	YES	YES	product specs	NO	YES	YES
Other Modifications	YES	as required by District			YES	YES

If a Building permit is required, a copy of the Permit must be delivered to the Administrative prior to starting work
See attached sheet for Palm Beach County Building Permit Requirements and Exceptions
For Further Clarification Call the Administrative Office at 561.472.6521.

**UNIVERSAL COUNTY-WIDE/MUNICIPAL
BUILDING PERMIT APPLICATION FORM**

July 2013 Edition

Approved for use throughout Palm Beach County and Municipalities

FOR OFFICE USE ONLY

FBC Version: _____ Permit Type: _____
Accepted By: _____ Application Date: _____
Application #: _____

1 KIND of PERMIT (CHECK ONE):

☐ PRIMARY PERMIT

☐ SUB-PERMIT - If Fee & Value of a Sub-Permit are covered under a Primary Permit, complete boxes 1, 3, 4, 5, 6 & 8 only to apply. If not covered under a Primary Permit, complete the entire application to apply.

2 PROPERTY OWNER:

TENANT: _____

ADDRESS: _____ UNIT: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

3 TRADE (CHECK ONE):

☐ STRUCTURAL

☐ ROOFING

☐ ELECTRICAL

☐ MECHANICAL

☐ PLUMBING

☐ FIRE

☐ GAS

☐ OTHER: _____

PRIMARY PERMIT #: _____

4 PROJECT NAME:

PCN: _____

LEGAL DESCRIPTION: _____

ADDRESS: _____

CITY: _____

5 FURTHER WORK DESCRIPTION:

Type of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Demo ☐ Temporary ☐ Other

VALUE: _____ PERMIT FEE: _____ NET S.F. (for SFD's): _____
(SEE FEE SCHEDULE) (AS APPLIES) (AS APPLIES)

☐ OWNER BUILDER PER FL. ST. 489 (AS NAMED ABOVE, FOR CONTACT INFORMATION SEE BOX 2)

☐ CONTRACTOR (CERT. HOLDER): _____ License #: _____

DBA (COMPANY NAME): _____ Contact Person: _____

ADDRESS: _____ STE: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

(Signature of Owner or Agent) (including contractor)

Print Name: _____

NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER / BUILDERS REGARDLESS OF \$ VALUE STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____
day of _____, 20____, by _____

(Name of person making statement)

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

(Signature of Contractor)

Print Name: _____

NOTARY REQUIRED IF \$ 2,500 OR MORE, OR FOR ALL OWNER / BUILDERS REGARDLESS OF \$ VALUE STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day
of _____, 20____, by _____

(Name of person making statement)

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$2,500 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$7500). PLEASE ADDRESS ALL ITEMS.

Fee Simple Titleholder's Name (if other than owner): _____ _____ Fee Simple Titleholder's Address (if other than owner): _____ _____ City: _____ State: _____ Zip: _____ <input type="checkbox"/> Same as Owner	20 Bonding Company: _____ _____ Bonding Company Address: _____ _____ City: _____ State: _____ Zip: _____ <input type="checkbox"/> Not Applicable
11 Architect/Engineer's Name: _____ _____ Architect/Engineer's Name Address: _____ _____ City: _____ State: _____ Zip: _____ <input type="checkbox"/> Not Applicable	22 Mortgage Lender's Name: _____ _____ Mortgage Lender's Address: _____ _____ City: _____ State: _____ Zip: _____ <input type="checkbox"/> Not Applicable

WARNING TO OWNER:

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

NOTICE TO CONTRACTOR: FOR A DIRECT CONTRACT GREATER THAN \$2,500 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$7500), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

OFFICE USE ONLY BELOW THIS LINE

<p>11 CODE EDITION/NOTES:</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>14 USE (CHECK ONE):</p> <p> <input type="checkbox"/> 1 & 2 FAMILY <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> CONDOMINIUM <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> AGRICULTURAL - BLDG CODE EXEMPT <input type="checkbox"/> OTHER: _____ </p> <hr/> <p>15 USE CHANGE: _____</p> <hr/>
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APPROVED BY: _____ DATE: _____
Permit Officer

AUTHORIZED FOR CERTIFICATE OF OCCUPANCY: _____ DATE: _____
Building Official or Designee

AUTHORIZED FOR CERTIFICATE OF COMPLETION: _____ DATE: _____
Building Official or Designee

AFTER RECORDING - RETURN TO:

PERMIT NUMBER: _____

NOTICE OF COMMENCEMENT

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. DESCRIPTION OF PROPERTY (Legal description of the property & street address, if available) TAX/FOLIO NO.: _____

SUBDIVISION _____ BLOCK _____ TRACT _____ LOT _____ BLDG _____ UNIT _____

2. GENERAL DESCRIPTION OF IMPROVEMENT: _____

3. OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:

a. Name and address: _____

b. Interest in property: _____

c. Name and address of fee simple titleholder (if different from Owner listed above): _____

4. a. CONTRACTOR'S NAME: _____

Contractor's address: _____ b. Phone number: _____

5. SURETY (if applicable, a copy of the payment bond is attached):

a. Name and address: _____

b. Phone number: _____ c. Amount of bond: \$ _____

6. a. LENDER'S NAME: _____

Lender's address: _____ b. Phone number: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1) (a) 7., Florida Statutes:

a. Name and address: _____

b. Phone numbers of designated persons: _____

8. a. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b. Phone number of person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date will be 1 year from the date of recording unless a different date is specified): _____, 20____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

(Signature of Owner or Lessee, or Owner's or Lessee's
Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

by _____, as _____
(name of person) (type of authority, e.g. officer, trustee, attorney in fact)

for _____
(name of party on behalf of whom instrument was executed)

Personally Known _____ or Produced Identification _____ Type of Identification Produced _____

Notary

(Signature of Notary Public)

(Print, Type, or Stamp Commissioned Name of Notary Public)



Florida's Construction Lien Law

Protect Yourself and Your Investment

According to Florida law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

If your contractor fails to pay subcontractors or material suppliers, the people who are owed money may look to your property for payment, even if you have paid your contractor in full.

This means that if a lien is filed against your property, your property could be sold against your will to pay for labor, materials, or other services which your contractor may have failed to pay.

This document provides information regarding Florida Statute 713, Part 1, as it pertains to home construction and remodeling, and provides tips on how you can avoid construction liens on your property.

Protecting Yourself

If you hire a contractor and the improvements cost more than \$2,500, you should know the following:

- You may be liable if you pay your contractor and he then fails to pay his suppliers or contractors. There is a way to protect yourself. A Release of Lien is a written statement that removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver from suppliers and subcontractors covering the materials used and work performed on your property.
- Request from the contractor, via certified or registered mail, a list of all subcontractors and suppliers who have a contract with the contractor to provide services or materials to your property.
- If your contract calls for partial payments before the work is completed, get a Partial Release of Lien covering all workers and materials used to that point.
- Before you make the last payment to your contractor, obtain an affidavit from your contractor that specifies all unpaid parties who performed labor, services or provided services or materials to your property. Make sure that your contractor provides you with final releases from these parties before you make the final payment.
- Always file a Notice of Commencement before beginning a home construction or remodeling project. The local authority that issues building permits is required to provide this form. You must record the form with the Clerk of the Circuit Court in the county where the property being improved is located. Also post a certified copy at the job site. (In lieu of a certified copy, you may post an affidavit stating that a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.)
- In addition, the building department is prohibited from performing the first inspection if the Notice of Commencement is not also filed with the building department. You can also supply a notarized statement that the Notice has been filed, with a copy attached.

The Notice of Commencement notes the intent to begin improvements, the location of the property, description of the work and the amount of bond (if any). It also identifies the property owner, contractor, surety, lender and other pertinent information. Failure to record a Notice of Commencement or incorrect information on the Notice could contribute to your having to pay twice for the same work or materials.

Notice To Owner

Prior to filing a lien, a lienor who does not have a direct contract with the owner, must serve the owner with a Notice to Owner. The Notice to Owner must state the lienor's name and address, and a description of the real property and the nature of the services or materials being furnished. The Notice to Owner must be served before commencing, or within 45 days of commencing, to furnish the services or materials (but before owner's final payment to the contractor). A lien cannot be enforced unless the lienor has served the Notice to Owner as described above.

Whose Responsibility is it To Get These Releases?

You can stipulate in the agreement with your contractor that he must provide all releases of lien. If it is not a part of the contract, however, or you act as your own contractor, YOU must get the releases.

If you borrow money to pay for the improvements and the lender pays the contractor(s) directly without obtaining releases, the lending institution may be responsible to you for any loss.

What Can Happen If I Don't Get Releases Of Lien?

You will not be able to sell your property unless all outstanding liens are paid. Sometimes a landowner can even be forced to sell his property to satisfy a lien.

Who Can Claim A Lien On My Property?

Contractors, laborers, materials suppliers, subcontractors and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have the right to file a claim of lien for work or materials. Always require a release of lien from anyone who does work on your home.

Contesting A Lien

A lien is valid for one year, unless a lienor files a lawsuit to enforce the lien prior to the expiration of the year. An owner has a right to file a Notice of Contest of Lien during the one-year period. Upon the filing of a Notice of Contest of Lien, a lienor must file a lawsuit to enforce the lien within 60 days. Failure of the lienor to timely file a lawsuit renders the lien invalid.

THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. WE RECOMMEND THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

To register a complaint (or learn if complaints have been filed against a prospective contractor), contact the Florida Department of Business and Professional Regulation's Customer Contact Center at: 850.487.1395 or <http://www.myfloridalicense.com/contactus/>

Or write to: Florida Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida 32399-1027

Or visit online at: www.MyFloridaLicense.com

License verification is available 24 hours a day and 7 days a week by calling our Customer Contact Center at 850.487.1395 or going online to www.MyFloridaLicense.com Search for a Licensee.

You may also contact your local building department or the Better Business Bureau.