

# ONE OR TWO-FAMILY RESIDENTIAL CONSTRUCTION APPLICATION SUBMITTAL CHECKLIST/REVIEW CRITERIA

## MINIMUM SUBMITTAL DOCUMENTS

*Two (2) full-sized and One (1) ledger-sized bound sets of construction documents unless otherwise specified*

- a. Completed Permit Application Form
- b. Proof of [Property Ownership](#) / Owner-Builder Disclosure Statement, if applicable
- c. [Plan review fee](#) payment (check or money order) for projects valued at \$25,000 or greater
- d. Completed Tree Removal/Site Clearing Permit Application Form if applicable (reference [LDC 34-424](#)). Provide a tree survey with the location and identification by common name and Diameter at Breast Height (DBH) of protected trees to be removed, relocated, and/or retained and all existing and proposed improvements
- e. Copy of ALL Development Orders for variance, conditional use, development plan, etc., if applicable.
- f. Accurate Legal Boundary Survey showing all existing improvements, building footprints, lot coverage calculations, property lines, lot dimensions, setbacks, and adjacent public or private right-of-ways (streets, alleyways, sidewalks, and/or easements).
- g. [FEMA](#) "Construction-Drawings" Elevation Certificate if property is located in a special flood hazard area
- h. [Florida Energy Efficiency Compliance Forms](#), if applicable
- i. Florida Product Approval Information Sheet – Do NOT include installation instructions
- j. Truss Package (Signed/Sealed by E.O.R.)
- k. Copy of DEP Notice to Proceed (Coastal Construction Control Zone Only), if applicable. 1 Ledger-sized DEP stamped approved drawings.

## NEW RESIDENTIAL CONSTRUCTION

1. *Architectural Plans* shall be dimensioned and drawn upon suitable material. They shall be of sufficient clarity to indicate the nature and extent of the work proposed and legal address. They shall include a code summary indicating occupancy classification, construction type, building height, number of stories etc.
2. *Fire Construction Details* showing smoke detectors, stair locations, egress windows and sizes, fire separation and UL Listing, if applicable.
3. *Structural Plans* shall be signed and sealed by a State of Florida registered Design Professional and shall provide the information specified in FBC Section 1603
4. Exterior wall envelope details shall be provided as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roof, eaves or parapets, means of drainage, water resistive membrane and details around openings.
5. Design Flood Elevations shall be established in accordance with FBC Section 1612.3.1
6. [Sea Turtle Protection](#) compliant lighting plans and specifications and all glazing VLT45% shall be in accordance with City of Jacksonville Beach Ordinance No. 2020-8140
7. Building height indicated, if applicable and measured as follows:
  - Primary Structure (measured from the crown of the road in front of building to the mean roof height)
  - Accessory Structure (measured from grade to top of highest point of roof)
8. *Site Plan* shall accompany application and shall be to scale showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and the proposed finished grades and as applicable, flood hazard areas, floodways, and design flood elevations.

**NEW RESIDENTIAL CONSTRUCTION CONTINUED**

8. *Site Plan* shall be drawn in accordance with an accurate boundary survey, including but not limited to:
  - a. All existing and proposed improvements are located, dimensioned and labeled by use
  - b. All existing and proposed dimensional zoning setback lines as measured to property lines, other structures, and adjacent rights-of-way
  - c. Existing and proposed lot coverage calculations shown as a percentage of all impervious features to total lot area
  - d. Flood hazard areas, flood zones, and design flood elevations, including finished floor elevations for existing and proposed improvements
  - e. Drainage and Erosion Control, Landscape, and Parking plans
9. Fire System Plans for structures located more than 50 feet from a public right of way to entry door of structure.

**ADDITIONS / ALTERATIONS**

10. Plans indicate [level of alteration](#) and compliance with FBC 2020 Existing Building Code for alterations including proposed use and occupancy classification.
11. Additions shall comply with FBCR 2020 for new construction.
12. *Site Plan* indicating existing and proposed conditions, lot coverage and setbacks.
13. *Existing and Proposed Floor Plans* identifying all electrical, plumbing, mechanical systems, fixtures, appliances, smoke detectors, etc. that are scheduled for installation, replacement, or relocation.
14. *Plan View* showing location of proposed work Details of any specific ceiling or wall framing if proposed. Note: If work includes repair of any structural elements, fire rated separation or corridor wall, the method of repair and/or fire directory number for wall assembly shall be submitted by a Design Professional.
15. Florida Energy Efficiency Compliance [Form 405](#) or statement from HVAC Engineer indicating current system can accommodate additions exceeding 500 square feet.

**DETACHED ACCESSORY STRUCTURES, SHED, PERGOLA, GAZEBO**

16. *Site Plan* indicating proposed location and showing all existing and proposed improvements, lot coverage, dimensional setbacks, fire department access in relation to property lines, public right of ways, easements, overhead utility lines or other utility facilities and equipment.
17. Plans drawn to scale indicating compliance with FBC Chapter 16, windspeed 129 ult.
18. *Floor Plan*, identifying use and rooms.
19. Detailed sections, schedules and exterior building elevations.

**DEMOLITION**

20. Site plan identifies any and all structures, buildings, and/or impervious surfaces that are proposed to be demolished, retained, removed, and/or relocated.
21. All utilities must be disconnected. Electrical meters must be removed from the building, water lines cut at the meter extended above grade with hose bibb for fire-dust, sewer line cut and extended above grade and capped.

**HARDSCAPING, OPEN PATIO, DRIVEWAY, WALKWAY**

- 22. Site Plan showing all existing and proposed improvements, lot coverage, dimensional setbacks
  - 23. Calculations for required and provided off-street parking spaces with dimensions
- NOTE: Additional approval from the Public Works Department and BES Electrical Engineering may be required if located near any easements or utilities.

**WINDOW/DOOR/SIDING REPLACEMENT AND DEBRIS PROTECTION**

- 24. Completed Window/Door/Siding/Debris Protection Application with Product Approval Information
- 25. Completed Window/Door/Siding/Windborne Debris Protection Diagram and depict the location of existing openings, required egress and fire-rated components, if applicable
- 26. Existing window water proofing, wrap and finish details, if applicable
- 27. [Sea Turtle Protection](#) lighting plans and specifications, if applicable. All glazing VLT45% shall be in accordance with City of Jacksonville Beach Ordinance No. 2020-8140.

**TREE REMOVAL**

- 28. Tree survey showing all protected trees (their location, common or botanical names and size) and preserved areas
- Per [F.S. 163.045](#), approval, permitting, fees, or mitigation are not required for the pruning, trimming, or removal of trees on residential property if the owner obtains documentation from an International Society of Arboriculture or a Florida licensed landscape architect for any tree that presents a danger to persons or property.*

**FOUNDATION REPAIR**

- 29. Foundation Stabilization Plan
- 30. Analysis Engineering Report

**SCREEN ROOM OR SCREEN POOL ENCLOSURES**

- 31. Site Plan
- 32. Foundation, Floor and/or anchoring plans
- 33. Wall Section and elevations
- 34. Windload calculations and fastening details
- 35. Engineered Design/Shop/Installation drawings

**GENERATOR**

- 36. *Site Plan\** showing location, dimensions and distance of proposed generator and existing openings in structure (windows, doors, vents, etc.).
- 37. Foundation details indicating size, reinforcement, type and elevation in NAVD if located in a special flood hazard area.
- 38. Electrical riser diagram and load calculation for feeder and service loads per manufacturers' specifications and NEC 220. **\*\*electrical service meter/main disconnect location must be permanently labeled indicating an alternate source is connected to the electric system\*\***
- 39. Isometric and plan view of gas piping to the generator and connection of gas piping to the existing system.

**SWIMMING POOL**

40. Swimming Pool Application Package Online or at City Hall

**GREEN (SUSTAINABLE) ENERGY SYSTEMS**

41. Green (Sustainable) Energy Application Package Online or at City Hall

**RETAINING WALL/BULKHEAD**

- 42. *Site plan* showing proposed location and length, dimensional setbacks, slope of lake, and all existing adjacent buildings, structures, roads, walkways, utilities, easements, both public and private
- 43. Survey with flood zone information, if applicable
- 44. Wall Section showing existing and proposed elevations, cross sections, material and construction method specifications, wall design and details
- 45. Existing and proposed drainage plan with topographical information
- 46. Height from earth (dirt, silt, etc.) to top of wall
- 47. Engineered plans if over four (4) feet in total height

**ADDITIONAL DOCUMENTATION REQUIRED PRIOR TO BUILDING FINALS**

- Signed/Sealed As-Built Survey showing compliance with zoning district regulations
- Signed/Sealed Alternative Inspector Certificate of Compliance and a copy of ALL Inspection Records, if applicable
- Signed/Sealed FEMA Finished Construction Elevation Certificate, if applicable
- Certificate of Protective Treatment for Prevention of Subterranean Termites
- Blower Door Test, Boiler and/or Insulation Certificates
- DEP Permit Requirements: Lowest Horizontal Structural Member, Foundation Location and Final Certification, if applicable

**MOST COMMON REASONS FOR DISAPPROVED APPLICATIONS**

- Site plan/survey not dimensioned, to-scale and/or omitted.
- Required plan check fees not paid
- FEMA Elevation Certificate from Construction Drawings omitted.
- Compliance with [Chapter 16](#) – Structural Design
  - Signed and sealed drawings required per Florida Statutes
  - Fire resistance, which includes design information, opening protections, and penetrations
  - Incomplete administrative documents submitted
  - Building height exceeds height allowed by local zoning regulations

Applicable Codes

[Florida Building Code](#) 7<sup>th</sup> Edition - Residential and Existing Building, [National Electric Code 2017](#)  
[Florida Fire Prevention Code 7<sup>th</sup> Edition](#), Current [Jacksonville Beach Land Development Code](#) (LDC)

Notice: In addition to the requirement of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies. In most cases these permits or approvals are required from: the [U.S. Army Corps of Engineers](#), the [U.S. Coast Guard](#), the [Environmental Protection Agency](#), or the [Agency for Health Care Administration](#).

**Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**



Building Division  
904.247.6235

# BUILDING PERMIT APPLICATION

11 North Third Street, Jacksonville Beach, FL 32250  
building@jaxbchfl.net | www.jacksonvillebeach.org/building  
FBC 7TH EDITION (2020)

APPL# \_\_\_\_\_

LOCATION	Job Address _____	OWNER OF RECORD	Name _____
	Parcel ID No. _____		Address _____
	Tenant Name _____		City _____ State _____
	Lot/Block _____		Zip _____ Phone _____
	Subdivision _____		E-Mail _____
SCOPE OF WORK	Project Valuation (MEP's, equipment, materials, labor, overhead, and profit) \$ _____ Work Area _____ Sq Ft		
	Alternative Plan Review and/or Inspection Services (separate form required)		
	Engineer of Record _____ Architect of Record _____		
	EXISTING USE OF BUILDING	PROPOSED USE OF BUILDING	IMPROVEMENT TYPE
		<input type="checkbox"/> Addition ( ) Attached ( ) Detached <input type="checkbox"/> Alteration ( ) Interior ( ) Exterior <input type="checkbox"/> New Building or Structure <input type="checkbox"/> Occupancy OR Tenant Change <input type="checkbox"/> Repair/Replacement	
DETAILED DESCRIPTION			
CONTRACTOR OF RECORD	Company Name _____ DBA Name _____		
	Qualifier Primary Name _____ License Number _____		
	License Location _____		
	Mailing Address _____		
	Phone _____ E-Mail _____		
	Inspection Contact E-Mail _____		

**TREE REMOVAL/SITE CLEARING AFFIDAVIT:** I certify all protected trees or any tree retained for tree mitigation or conservation credit will be protected prior to the issuance of a permit and/or during construction. *No trees will be removed, damaged or destroyed without first obtaining a permit (tree removal/site clearing permit application form and tree survey required).*

**OWNER'S AFFIDAVIT and ELECTRONIC SUBMISSION STATEMENT:** Application is hereby made to obtain a permit to do the work as indicated above and I certify that no work has commenced and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction, whether specified herein or not. I understand that additional permits are required for **Electrical, Plumbing, Signs, Pools, Mechanical, Driveway, Green Energy, Roofing, etc.** and additional approvals may be required from other entities. Issuance of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local laws. Furthermore, if the cumulative cost of improvements to the real property above exceeds more than 50% of the fair market value then the entire structure must conform to all current requirements of the Land Development Code and Florida Existing Building Codes. Unless owner builder exemption is elected, I certify the contracting firm listed above is authorized to obtain a building permit for the work described herein.

**In lieu of signed, sworn and notarized signatures of the property owner, agent and/or contractor and under penalty of perjury, I declare that I have read and examined this application and all of the foregoing information is true and correct. Payment of required permit fees will make this application valid and binding to the same force and effect as handwritten signatures and that I may be required to provide traditional signatures at a later date.**

**WARNING TO OWNER:** FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. SAID RECORDED NOTICE MUST BE POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. CONSULT WITH YOUR LENDER OR AN ATTORNEY IF YOU INTEND TO OBTAIN FINANCING.

\_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



# NOTICE OF COMMENCEMENT

PERMIT NO. \_\_\_\_\_

PARCEL ID NO. \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF DUVAL

Space above reserved for use of recording office

THE UNDERSIGNED hereby give notice that improvements 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. Legal description of property and street address: \_\_\_\_\_  
\_\_\_\_\_
2. Description of improvements: \_\_\_\_\_  
\_\_\_\_\_
3. Owner name and address: \_\_\_\_\_
  - a) Interest in property: \_\_\_\_\_
  - b) Fee simple titleholder name and address: \_\_\_\_\_
4. Contractor name, address and phone number: \_\_\_\_\_  
\_\_\_\_\_
5. Surety Bond
  - a) Name, address and phone number: \_\_\_\_\_
  - b) Amount of bond \$ \_\_\_\_\_
6. Lender's name and address: \_\_\_\_\_
7. Name, address and phone number of Persons within the State of Florida whom notices or other documents may be served as provided by F.S. §713.13(1)(a)7: \_\_\_\_\_  
\_\_\_\_\_
8. Name, address and phone number of Persons designated by the Owner to receive a copy of the Lienor's Notice as provided in F.S. §713.13 (1)(b): \_\_\_\_\_  
\_\_\_\_\_
9. This Notice shall expire within 1 year of the recorded date unless a different date is specified: \_\_\_\_\_

**WARNING TO OWNER:** ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER [FLORIDA STATUTES, CHAPTER 713](#) 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.

Under penalties of perjury, pursuant to F.S. § 92.525, I declare that I have read the foregoing and that the facts stated therein are true to the best of my knowledge and belief.

\_\_\_\_\_  
Signature(s) of Owner(s) or Authorized Officer/Director/Partner/Manager

\_\_\_\_\_  
Print Name and Authority Type (Officer, Attorney in Fact, etc.)

## STATE OF FLORIDA, COUNTY OF DUVAL

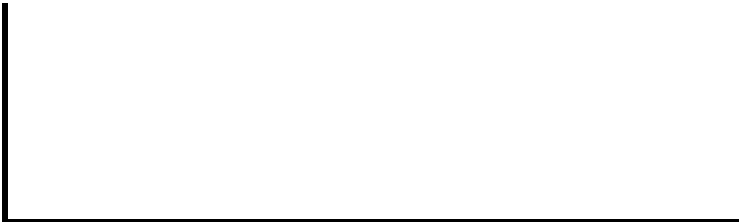
The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, [ ] individually or [ ] as \_\_\_\_\_, for \_\_\_\_\_ who [ ] is personally known to me or [ ] produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE – STATE OF FLORIDA  
COMMISSIONED NOTARY NAME \_\_\_\_\_

This instrument prepared by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Space above reserved for use of recording office

**NOTICE OF TERMINATION  
(OF NOTICE OF COMMENCEMENT)**

STATE OF FLORIDA  
COUNTY OF DUVAL

THE UNDERSIGNED hereby give notice that the effective period of the Notice of Commencement recorded on \_\_\_\_\_, 20

in Official Records Book \_\_\_\_\_ Page \_\_\_\_\_ of the Public Records of Duval County, Florida, will terminate.

In accordance with Florida Statutes §713.132, the following information is provided:

1. The date and recording information for the Notice of Commencement being terminated are as described above, and all information contained therein is hereby expressly incorporated into this NOTICE OF TERMINATION.

2. The Notice of Commencement shall be terminated as of \_\_\_\_\_, or 30 days from the recording date of this Notice of Termination, whichever date is later.

3. This Notice of Termination applies to:  
 all the real property subject to the above described Notice of Commencement.  
 only to the portion of such real property described as:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. All lienors have been paid in full or prorated in accordance with F.S. §713.06(4).

5. A copy of this notice has been served on the contractor and on each lienor who has given notice, if any.

\_\_\_\_\_  
Signature(s) of Owner(s) or Authorized Officer/Director/Partner/Manager

\_\_\_\_\_  
Print Name and Authority Type (Officer, Attorney in Fact, etc.)

**STATE OF FLORIDA, COUNTY OF DUVAL**

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, [ ] individually or [ ] as \_\_\_\_\_, for \_\_\_\_\_ who [ ] is personally known to me or [ ] produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE – STATE OF FLORIDA  
COMMISSIONED NOTARY NAME

- Exhibit(s) Attached:**  
[ ] Contractor's Final Payment Affidavit  
[ ] Property Legal Description  
[ ] Copy of Recorded Notice of Commencement

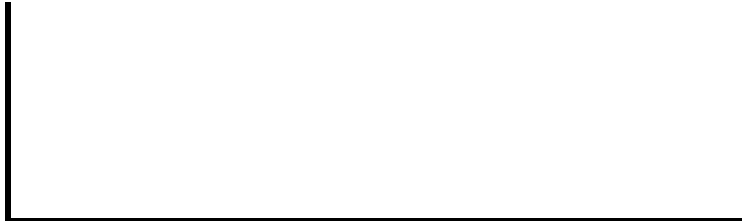
# CONTRACTOR'S FINAL PAYMENT AFFIDAVIT

This instrument prepared by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Space above reserved for use of recording office

STATE OF FLORIDA  
COUNTY OF DUVAL

Before me, the undersigned authority who, after being first duly sworn, deposes and says of his or her personal knowledge the following:

1. He or she is the \_\_\_\_\_ of \_\_\_\_\_, which does business in the State of Florida, hereinafter referred to as the "Contractor."
2. Contractor, pursuant to a contract with \_\_\_\_\_, hereinafter referred to as the "Owner" has furnished or caused to be furnished labor, materials, and services for the construction of certain improvements to real property as more particularly set forth in said contract.
3. This affidavit is executed by the Contractor in accordance with Florida Statutes § 713.06 for the purposes of obtaining final payment from the Owner in the amount of \$\_\_\_\_\_.
4. All work to be performed under the contract has been fully completed, and all lienors under the direct contract have been paid in full, except the following listed lienors, if any:

LIENOR NAME	AMOUNT DUE
_____	_____
_____	_____
_____	_____
_____	_____

Signed, sealed, and delivered this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_,

As \_\_\_\_\_,

For \_\_\_\_\_

## STATE OF FLORIDA, COUNTY OF DUVAL

Sworn to and subscribed before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who [ ] is personally known to me or [ ] produced \_\_\_\_\_ as identification, and did take an oath.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE – STATE OF FLORIDA  
COMMISSIONED NOTARY NAME \_\_\_\_\_



# 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. **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 new construction, alterations, 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 \$2500 or more you should know the following:

- You may be held liable if you pay a contractor in full and he then fails to pay his suppliers or subcontractors. 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. If your contract calls for partial payments before the work is completed, obtain a *Partial Release of Lien* covering all workers and materials used to that point.
- Request a list of all subcontractors and suppliers who have contracted with your contractor to provide services or materials to your property from via certified or registered mail.
- Always record a Notice of Commencement before beginning a construction project and a Notice of Termination (of Notice of Commencement) after the project is completed or upon termination of construction contracts.
- Before you make the final payment to your contractor, obtain a *Contractor's Final Payment Affidavit* that specifies all unpaid parties who performed labor, services or provided services or materials to your property. Make sure your contractor provides you with final releases from these parties before you make the final payment.

### FILE A NOTICE OF COMMENCEMENT

A 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). The Notice also identifies the property owner, contractor, surety, lender and other pertinent information. Failure to record a Notice of Commencement or to provide accurate information within the form could contribute to your having to pay twice for the same work or materials.

Legal documents should be recorded with the Duval County Clerk of the Circuit Court by mail, [online](#) and/or in-person. For additional information about recording procedures or if you have questions please call (904)255-2000.

### POST A CERTIFIED NOTICE OF COMMENCEMENT ON THE JOB-SITE

A *certified* copy of the Notice of Commencement should be filed with the Jacksonville Beach Building Division prior to scheduling the first inspection and must be posted on the job-site. Alternatively, you can supply a notarized statement that the Notice has been filed along with a copy attached.

### NOTICE TO OWNER FROM SUBCONTRACTORS AND/OR SUPPLIERS

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.

### 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.**

### WHO IS RESPONSIBLE TO GET RELEASES OF LIEN?

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 DO NOT GET RELEASES OF LIEN OR RECORD A NOTICE OF TERMINATION?

You may not be able to sell your property unless all outstanding liens are paid and/or active Notices of Commencement are *terminated*. Sometimes a landowner can even be forced to sell his property to satisfy a lien.

### 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.

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**THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. THE DBPR RECOMMENDS THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY, YOUR LENDER OR THE FLORIDA DEPARTMENT OF AGRICULTURAL AND CONSUMER SERVICES.**

You can register complaints and verify licenses [online](#) 24 hours a day, 7 days a week or by calling the Customer Contact Center at (850)487-1395. You may also contact the Better Business Bureau.

This document was adapted by information published by the Florida Division of Business and Professional Regulations.

