

City of Marco Island – Building Service Division

Instructions for submitting a recorded Notice of Commencement electronically.

Per Florida Statute 713.135(1)(a) A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. The following additional process does not negate this requirement of the statute.

Per Florida Statute 713.135(1)(d) If the direct contract is greater than \$2,500, the applicant shall file with the issuing authority prior to the first inspection either a certified copy of the recorded notice of commencement or a notarized statement that the notice of commencement has been filed for recording, along with a copy thereof. In the absence of the filing of a certified copy of the recorded notice of commencement, the issuing authority or a private provider performing inspection services may not perform or approve subsequent inspections until the applicant files by mail, facsimile, hand delivery, or any other means such certified copy with the issuing authority.

In addition to posting the recorded notice of commencement form on the jobsite, prior to the first inspection, the contractor may also provide a copy to the city, by uploading the document in the Citizen Self Service portal, within the permit, after scheduling the 099 – Notice of Commencement inspection.

Instructions - How to upload these documents in the Citizen Self Service portal

- ❖ Log In and click Dashboard, then open your permit.
- ❖ Click on the Inspection tab within the permit. Do not schedule from the summary page.
- ❖ Schedule the inspection and put “See Attachments” in the inspection note.
- ❖ After scheduling the inspection click the word “Back” at the top of the page.
- ❖ Open the newly scheduled inspection, by clicking on the Inspection number.
- ❖ Click the Attachments button, then click the Attachment card.
- ❖ Upload file and remember to click Submit.
- ❖ If the 099 Notice of Commencement inspection is not available, contact permitting:
 - Send email to permitsubmittals@cityofmarcoisland.com with “PROBLEM SCHEDULING INSPECTION” in the subject line and details of the permit in the body of the message. We will be on the lookout for this specific subject line.
- ❖ If there is no Attachment card available in the scheduled inspection, click “Refresh” in the menu of your browser. If it still not available:
 - Send email to permitsubmittals@cityofmarcoisland.com with subject “NEED INSPECTION ATTACHMENT UPLOADS TURNED ON” and details of the permit in the body of the message. We will be on the lookout for this specific subject line.
- ❖ Notice that the Success message "Upload Successful! After these attachments have been approved, they will be available in the attachments section." isn't completely accurate. Portal view of inspection attachments is off by default. Check the inspection status instead. Within the inspection, check the checklist item section of the inspection, for comments from the inspector.