



Community Development Department

Building Division

10770 West Oakland Park Boulevard · Sunrise, FL 33351

P: (954) 572-2354

Website: www.SunriseFL.gov · E-mail: AskBuilding@SunriseFL.gov

Instructions for Completion and Recording of Notice of Commencement

The City of Sunrise requires a Notice of Commencement per Florida Statutes recorded prior to the first inspection. If a recorded Notice of Commencement has not been provided prior to issuance of a building permit, a hold will be placed on inspections until a recorded Notice of Commencement has been provided to the Community Development Department – Building Division.

You may visit the following website for instructions on completing and recording the Notice of Commencement for your project. The form can also be found on the link below.

<https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx>

For additional information, please contact either:

City of Sunrise

Community Development Department - Building Division

10770 West Oakland Park Boulevard

Sunrise, FL 33351

(954) 572-2354

AskBuilding@SunriseFL.gov

Regular hours are Monday through Friday from 8:00 a.m. – 3:00 p.m.
(Excluding City Recognized Holidays)

OR

Broward County Records, Taxes and Treasury Division

Broward County Government Center Room 114

115 South Andrews Avenue

Fort Lauderdale, FL 33301

(954) 357-7281

Regular hours are Monday through Friday from 8:30 a.m. – 5:00 p.m.
(Excluding Broward County Recognized Holidays)