



To: Virginia Goizueta, Manuel Lopez, Jane Tompkins

From: Yaneris Figueroa; Special Counsel to the City Attorney's Office

Approved: Craig E. Leen, City Attorney for the City of Coral Gables *CL*

RE: Legal Opinion Regarding Notice Of Commencement

Date: January 17, 2013

NOTICE OF COMMENCEMENT GUIDELINES

- Provide individual applying for permit with two (2) copies of the Notice of Commencement form;
- Provide individual applying for permit with the Florida Department of Business and Professional Regulation pamphlet;
- If the property owner is not the individual applying for the permit provide property owner with the Florida Department of Business and Professional Regulation pamphlet- Pamphlet can be sent via mail, email, fax, etc;
- Ensure that each permit/contractor has a separate Notice of Commencement;
- Permit can be issued without a submitted Notice of Commencement. However, a Notice of Commencement must be submitted before the first inspection on the property.

Hernandez, Cristina

From: Thornton Richard, Bridgette
Sent: Wednesday, June 12, 2013 11:35 AM
To: Hernandez, Cristina
Subject: FW: Notice of Commencement
Attachments: Notice of Commencement Guidelines.docx.html; Notice of Commencement Guidelines.docx

The below email including the attachments reflect Yaneris' legal opinion on the notice of commencement issue. I will forward you an email with attachments to all of my other legal opinions. Our bad!

Thank you!

Bridgette N. Thornton Richard
Deputy City Attorney for the City of Coral Gables
405 Biltmore Way, 2nd Floor
Coral Gables, FL 33134
Office: (305) 460-5084
Cell: (305) 801-5797
Fax: (305) 476-7795

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NOTICE: This e-mail is from the law office of the City of Coral Gables, and is intended solely for the use of the individual(s) to whom it is addressed. If you believe you received this e-mail in error, please notify the sender immediately, delete the e-mail from your computer and do not copy or disclose it to anyone else. If you properly received this e-mail as a client, co-counsel or retained expert of the office of the City Attorney, you should maintain its contents in confidence in order to preserve the attorney-client or work product privilege that may be available to protect confidentiality.

From: Figueroa, Yaneris
Sent: Wednesday, June 12, 2013 11:34 AM
To: Thornton Richard, Bridgette
Subject: FW: Notice of Commencement

Bridgette,

Please see below. I have re-attached the guidelines.

Best,
Yaneris

From: Figueroa, Yaneris
Sent: Thursday, January 17, 2013 3:40 PM
To: Goizueta, Virginia; Lopez, Manuel; Tompkins, Jane
Cc: Leen, Craig; Thornton Richard, Bridgette
Subject: RE: Notice of Commencement

Good Afternoon everyone,

Attached, please find the Notice of Commencement guidelines we discussed at our January 10, 2013 meeting.

Please let me know if you have any questions or concerns.

Best Regards,
Yaneri Figueroa

From: Figueroa, Yaneri
Sent: Thursday, January 10, 2013 5:07 PM
To: Goizueta, Virginia; Lopez, Manuel; Tompkins, Jane
Cc: Leen, Craig; Thornton Richard, Bridgette
Subject: Notice of Commencement

Good Afternoon,

Thank you all for attending today's meeting.

Attached please find the pamphlet issued by the Florida Department of Business and Professional Regulation. As per our meeting, please note that this is the pamphlet that must be provided to the permit applicant, as well as to the property owner (whether by mail, email, etc). I have also attached the pertinent statutes, namely 713.13 (governing the Notice of Commencement) and 713.135 (addressing the duty on building officials) for your review.

Also, below find the link for the pamphlet as well as the link to the Miami-Dade County page providing information on contractors and for making complaints against contractors. Our office is working on finalizing some guidelines, as soon as these are finalized, we will forward them to you all.

Florida Department of Business and Professional Regulation:
http://www.myfloridalicense.com/dbpr/pro/cilb/documents/florida_lien_law.pdf

Contractor Complaints:
<http://www.miamidade.gov/development/contractors-complaint.asp>

Please let me know if you have any questions or concerns.

Best Regards,
Yaneri Figueroa

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