



**City of Panama City Beach**  
**Plan Review Submittal Form for 1 & 2 Family Dwellings,**  
**Additions & Renovations.**

All items below must be submitted when building permit is applied for.  
**INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED**

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

1. Two (2) complete sets of plans, drawn to scale, to include:
  - \_\_\_ A. Site plan (show structures and setbacks)
  - \_\_\_ B. Green space calculation
  - \_\_\_ C. Drawing information
    - \_\_\_ 1. Basic wind speed
    - \_\_\_ 2. Wind importance factor
    - \_\_\_ 3. Wind exposure
    - \_\_\_ 4. Applicable internal coefficient
    - \_\_\_ 5. Components and cladding
    - \_\_\_ 6. Design pressures for windows noted on plans
  - \_\_\_ D. Foundation plan and footing details
  - \_\_\_ E. Floor plan and footing details
  - \_\_\_ F. Wall sections, foundation through roof
  - \_\_\_ G. Roof framing or truss plan
  - \_\_\_ H. Connectors- anchor bolts, hold downs, strapping and nailing schedule.
  - \_\_\_ I. Electrical, plumbing and HVAC plans
  - \_\_\_ J. Window and door schedule
  - \_\_\_ K. Window protectives provided
    - \_\_\_ 1. Impact glazing
    - \_\_\_ 2. Impact resistant covering
    - \_\_\_ 3. Wood structural panels
  - \_\_\_ L. Method of compliance with wind load
    - \_\_\_ 1. WFCM 2006
    - \_\_\_ 2. Architect or Engineers design
    - \_\_\_ 3. ICC 600-2008
2. Flood zone \_\_\_\_\_
3. Impact fees paid:
  - \_\_\_ water/sewer receipt
  - \_\_\_ Building impact fee (\$1093.00 per unit)
  - \_\_\_ Irrigation impact fee
4. \_\_\_ Septic tank permit approval (when applicable)
5. \_\_\_ Approval from City Engineer (when applicable)

Continued on back...

- 6. \_\_\_ Florida Energy Form
- 7. \_\_\_ Verification of address
- 8. \_\_\_ Completed building permit application
- 9. \_\_\_ Certified Copy of Notice of Commencement (NOC) for improvements of real property with a construction cost of \$2,500.00 or more.
- 10. \_\_\_ Driveway inspection is required for all new construction accessing City streets. *Certificate of Occupancy cannot be issued until driveway has been approved!*
- 11. \_\_\_ Legal description and Parcel Number
- 12. \_\_\_ Stories \_\_\_
- 13. \_\_\_ Total square footage \_\_\_\_\_

**Review Comments**

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**Reviewed as noted:** \_\_\_\_\_ **Date:** \_\_\_\_\_