

# WORK ORDER FORM

## Resident Request

Fax to: 850-233-5116 or email to [swoodcock@pcb.gov](mailto:swoodcock@pcb.gov)

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### STREET DEPARTMENT

Location: \_\_\_\_\_

#### Examples list below:

Street Sign	Misc. Signage	Dead Animal	Brush Cutting	Mowing
Lighting (bulb replacement, etc.)	Traffic Signal	Hazard Spill	Potholes	
Limb Removal	Road Debris Removal	Sidewalk		

Repair Request: \_\_\_\_\_

### BEACH EASEMENT WORK REQUEST

Beach Easement #: \_\_\_\_\_

Condition(s) Needing Repair (Please check item (s) )		Condition(s) Needing Repair (Please check item (s) )	
Loose Board & Rails		Signage	
Sand on Walkways		Ground Appearance	
Broken Glass & Trash		Approach ways	
Protruding Nails		Boardwalk Surface	
Hanging Limb & Branches		Mowing/Cleaning	

Comments: \_\_\_\_\_

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**To Be Completed by Panama City Beach Street Dept.**

Employee Assigned: \_\_\_\_\_ Date: \_\_\_\_\_ Completed: \_\_\_\_\_

Employee Sign Off: \_\_\_\_\_

Employee/Supervisor Comments: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_