



# CITY OF PANAMA CITY BEACH

Building and Planning Department

## PLAN REVIEW SUBMITTAL CHECKLIST FOR BUILDING PERMIT COMMERCIAL BUILDING AND MULTI-FAMILY DWELLINGS

Date: \_\_\_\_\_ Legal Description: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
**JOB ADDRESS:** \_\_\_\_\_ Zip Code: \_\_\_\_\_

- Completed Plan Review Submittal Checklist
- Completed Building Permit Application *\*must be notarized*
- Two (2) complete sets of plans, drawn to scale, to include:
  - Site plan (show structures, setbacks, and parking)
    - Sidewalk Required
    - Stormwater Plan w/Calculations
    - Underground Utilities Required (Tourist Corridor)
  - Drawing information
    - Basic wind speed
    - Wind importance factor
    - Wind exposure
    - Applicable internal coefficient
    - Components and cladding
    - Design pressures for windows noted on plans
  - Foundation plan
  - Structural plan (Specs, Floors, Walls, Columns, Roof)
  - Floor plan
  - Electrical plans including exit and emergency lighting
  - Plumbing plans
  - Mechanical plans
  - Fire Sprinkler plans
  - Door and Window schedule
  - Opening Protective Provided
    - Impact glazing
    - Impact resistant covering
    - Wood structural panels
  - Elevations
  - Handicap Accessibility Features (Florida Accessibility Code for Building Construction, 2010 Edition).
  - Details on Fire Rated Assemblies including penetrations
  - Fire Protection (Extinguishers, Standpipes, Sprinklers and Alarm Systems)
  - Florida Product Approval Specification Sheet
  - Florida Product Affidavit
- Flood zone: \_\_\_\_\_

*continued*

- \_\_\_ Florida Energy Form – 1 copy
- \_\_\_ Energy Display Card – 2 copies
- \_\_\_ Recorded Notice of Commencement (NOC) *\*must be notarized*
- \_\_\_ Required for improvements of real estate property with a construction cost of \$2,500 or more and must be recorded with the Bay County Courthouse
- \_\_\_ Impact fees paid:
  - \_\_\_ Water/Sewer receipt
  - \_\_\_ Irrigation impact fee
  - \_\_\_ Police and Fire (.57 per Sq Ft for Commercial)
  - \_\_\_ Police, Fire, Parks, Library (\$969.00 per Public Lodging Unit) , (\$1093.00 per Residential Unit)
- \_\_\_ Pre-Power Affidavit *\*must be notarized*
- \_\_\_ Signed by General Contractor and submitted with permit application / plans for review

- Approved site plan must be posted on job site for inspection.
- If the property is in a flood zone, elevation certificates must be submitted to the Building Division after the first slab inspection and after the final building inspection.
- An issued building permit is valid as long as there is construction progress and an approved inspection is recorded within each 180 days (6 months) period.
- The following must be completed before a Certificate of Occupancy can be issued for a commercial structure.
  - Final Special Inspection Report
  - Backflow preventer test results for all devices (irrigation, fire line).
  - Final inspections must be passed for any open permits. (Fire Sprinkler Systems, Fire Suppression Systems, Fire Alarm Systems, Sign Permit, Roof, etc.
  - Final Site Inspections - The final site inspections include areas such as the following:
    - Planning / Zoning – Parking lot striping, lighting, dumpster screening, fencing, signs, bicycle racks, pedestrian zones, and truncated domed crosswalks painted a contrasting color, etc.
    - Landscaping - Placement, quantity, size and species of landscape material
    - Water & Sewer - Utilities' approval of water and sewer lines, water meter boxes
    - Stormwater - Grade of land, stormwater features are installed correctly
    - Roadway - Sidewalks, curb and gutter, striping of public roadways, road signs, driveway connections, etc.
    - Final Elevation certificates are required if the property is in a flood hazard area. This checklist may be used for renovation work or additions.
    - Additional items may be required depending on the project.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_



# CITY OF PANAMA CITY BEACH

## Building and Planning Department

# BUILDING PERMIT APPLICATION

*Code in effect 6<sup>th</sup> Edition Florida Building Code (2017)*

Date: \_\_\_\_\_ Master Permit #: \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_ Zip Code: \_\_\_\_\_ Unit #: \_\_\_\_\_

**Description of work:** \_\_\_\_\_ **Job Cost \$:** \_\_\_\_\_

|                               |                                       |
|-------------------------------|---------------------------------------|
| <b>Contractor Information</b> | <b>Owner / Tenant Information</b>     |
| Company Name: _____           | Name: _____                           |
| Qualifier Name: _____         | Address: _____                        |
| Address: _____                | Phone Number: _____                   |
| Phone Number: _____           | Email: _____                          |
| Email: _____                  | Owner / Builder <input type="radio"/> |
| License Number: _____         |                                       |

|   |   |   |   |
|---|---|---|---|
| <b>Permit Type</b>  | <b>Type of Build</b>  | <b>Type Specific:</b>   | <b>Change to existing permit</b>  |
| Choose only one:<br><input type="radio"/> Building<br><input type="radio"/> Sign<br><input type="radio"/> Roofing | Choose only one:<br><input type="radio"/> New<br><input type="radio"/> Addition Attached<br><input type="radio"/> Addition Detached<br><input type="radio"/> Renovation Interior<br><input type="radio"/> Renovation Exterior<br><input type="radio"/> Demolition | Choose only one:<br><input type="radio"/> Roof Over<br><input type="radio"/> Re-roof<br><input type="radio"/> Pool<br><input type="radio"/> Enclosure<br><input type="radio"/> Shed/Carport<br><input type="radio"/> Shutters | Choose only one:<br><input type="radio"/> Change Contractor<br><input type="radio"/> Extension / Renewal<br><input type="radio"/> Revision Add/Delete |

|                                       |                             |
|---------------------------------------|-----------------------------|
| <b>Legal / Use / Work / Value</b>     | <b>Architect / Engineer</b> |
| Parcel Number: _____                  | Name: _____                 |
| Lot Number: _____ Block Number: _____ | Address: _____              |
| Type of Construction: _____           | Phone Number: _____         |
| Number of Floors: _____ Units: _____  | Reg. No.: _____             |
| Size of Building: _____ (sq ft)       | Email: _____                |
| Job Cost \$: _____                    |                             |

**NOTICE:** Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for work involving ELECTRICAL, MECHANICAL, PLUMBING, WATER HEATERS, SIGNS, POOLS, ROOFING, SHUTTERS, WINDOWS, DOORS, AIR CONDITIONERS, etc. In addition to the requirements of this permit, there may be additional restrictions found in the public records and there may be additional permits required from other governmental entities such as water management districts, local, state or federal agencies.

**OWNER AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

The granting of a permit does not presume to give authority to violate or cancel the provisions of any other local, state or federal law regulating construction or the performance of construction. **DISCLAIMER:** If errors are later discovered, it will be the responsibility of the builder to gain compliance.

X \_\_\_\_\_  
Signature of Applicant by (Print Name) \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and subscribed before me Notary Name/Seal \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, Personally known  or I.D. \_\_\_\_\_



# CITY OF PANAMA CITY BEACH

Building and Planning Department

## BUILDING PERMIT

### OFFICE USE ONLY:

#### Document File Checklist

- |  |  |
|--|--|
| <input type="checkbox"/> Complete Building Permit Application              | <input type="checkbox"/> Plans (2+)          |
| <input type="checkbox"/> Plan Review Submittal Form                        | <input type="checkbox"/> Pre-Power Affidavit |
| <input type="checkbox"/> Florida Product Approval Spec Sheet and Affidavit | <input type="checkbox"/> Occupancy Affidavit |
- 
- |  |   |
|--|---|
| <input type="checkbox"/> Recorded Notice of Commencement | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Water/Sewer Impact Fees receipt | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Driveway Permit                 | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Elevation Certificates          | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Florida Energy Form (1)         | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Energy Display Card (2)         | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Development Order               | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Fire Department Approval        | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Planning Division Approval      | <input type="checkbox"/> Not Applicable |

#### Planning / Building Information

Work Classification: \_\_\_\_\_ Zoning: \_\_\_\_\_ Variance: \_\_\_\_\_

Residential  Multi-Family  Commercial  Industrial      Conditions: \_\_\_\_\_

Code in Effect: \_\_\_\_\_ Occ. Load: \_\_\_\_\_ Area (sq.ft.) \_\_\_\_\_ Length (ft.) \_\_\_\_\_

Occupancy Type: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Remarks: \_\_\_\_\_

#### Flood Section

New Structure       Renovation of existing      Lowest Floor Elevation \_\_\_\_\_  Existing  Proposed

Residential       Non-Residential      Garage Floor Elevation \_\_\_\_\_  Existing  Proposed

FIRM Zone \_\_\_\_\_ BFE \_\_\_\_\_ Panel \_\_\_\_\_      Proposed improvement value \_\_\_\_\_

Back of Sidewalk \_\_\_\_\_ Crown of Road \_\_\_\_\_      Existing Building Market value \_\_\_\_\_

Minimum Required Elevation \_\_\_\_\_      Substantial Improvement       Yes  No

Substantial Damage       Yes  No

#### BUILDING DIVISION

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

(Building Official Signature)



# CITY OF PANAMA CITY BEACH

Building and Planning Department

## FLORIDA PRODUCT APPROVAL

### AFFIDAVIT

In complying with the 2017, 6th edition of the Florida Building Code, I \_\_\_\_\_ as the contractor/builder, attest the structure to be built or renovated at \_\_\_\_\_ the established standards for performance of products and materials set forth by the product approval guidelines as required by Florida Statute 553.842 and the Florida Administrative Code 9B-72.

Information and approval numbers of the building components will be available at the time of inspection of these products to the inspector on the jobsite: 1) copy of the product approval 2) the performance characteristics which the product was tested and certified to comply with and 3) copy of the applicable manufacturer's installation requirements. Further I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# CITY OF PANAMA CITY BEACH

Building and Planning Department

## PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. **We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products.**

| Category/Subcategory            | Manufacturer | Product Description | Approval Number(s) |
|---------------------------------|--------------|---------------------|--------------------|
| <b>1. Exterior Doors</b>        |              |                     |                    |
| A. Swinging                     |              |                     |                    |
| B. Sliding                      |              |                     |                    |
| C. Sectional                    |              |                     |                    |
| D. Roll-up                      |              |                     |                    |
| E. Automatic                    |              |                     |                    |
| F. Other                        |              |                     |                    |
| <b>2. Windows</b>               |              |                     |                    |
| A. Single Hung                  |              |                     |                    |
| B. Horizontal Slider            |              |                     |                    |
| C. Casement                     |              |                     |                    |
| D. Double Hung                  |              |                     |                    |
| E. Fixed                        |              |                     |                    |
| F. Awning                       |              |                     |                    |
| G. Pass Through                 |              |                     |                    |
| H. Projected                    |              |                     |                    |
| I. Mullion                      |              |                     |                    |
| J. Wind Breaker                 |              |                     |                    |
| K. Dual Action                  |              |                     |                    |
| L. Other                        |              |                     |                    |
| <b>3. Panel Walls</b>           |              |                     |                    |
| A. Siding                       |              |                     |                    |
| B. Soffits                      |              |                     |                    |
| C. EIFS                         |              |                     |                    |
| D. Storefronts                  |              |                     |                    |
| E. Curtain Walls                |              |                     |                    |
| F. Wall Louver                  |              |                     |                    |
| G. Glass Block                  |              |                     |                    |
| H. Membrane                     |              |                     |                    |
| I. Greenhouse                   |              |                     |                    |
| J. Other                        |              |                     |                    |
| <b>4. Roofing Products</b>      |              |                     |                    |
| A. Asphalt Shingles             |              |                     |                    |
| B. Underlayments                |              |                     |                    |
| C. Roofing Fasteners            |              |                     |                    |
| D. Non-Structural Metal Roofing |              |                     |                    |
| E. Wood Shingles and Shakes     |              |                     |                    |
| F. Roofing Tiles                |              |                     |                    |
| G. Roofing Insulation           |              |                     |                    |
| H. Waterproofing                |              |                     |                    |
| I. Built Up Roofing Roof        |              |                     |                    |
| J. Modified Bitumen             |              |                     |                    |
| K. Single Ply Roof Systems      |              |                     |                    |

| Category/Subcategory                     |                             | Manufacturer | Product Description | Approval Number(s) |
|--|-----------------------------|--------------|---------------------|--------------------|
| L.                                       | Roofing Slate               |              |                     |                    |
| M.                                       | Cements-Adhesives Coatings  |              |                     |                    |
| N.                                       | Liquid Applied Roof Systems |              |                     |                    |
| O.                                       | Roof Tile Adhesive          |              |                     |                    |
| P.                                       | Spray Applied Polyurethane  |              |                     |                    |
| Q.                                       | Other                       |              |                     |                    |
| <b>5. Shutters</b>                       |                             |              |                     |                    |
| A.                                       | Accordion                   |              |                     |                    |
| B.                                       | Bahama                      |              |                     |                    |
| C.                                       | Storm Panels                |              |                     |                    |
| D.                                       | Colonial                    |              |                     |                    |
| E.                                       | Roll-up                     |              |                     |                    |
| F.                                       | Equipment                   |              |                     |                    |
| G.                                       | Other                       |              |                     |                    |
| <b>6. Skylights</b>                      |                             |              |                     |                    |
| A.                                       | Skylight                    |              |                     |                    |
| B.                                       | Other                       |              |                     |                    |
| <b>7. Structural Components</b>          |                             |              |                     |                    |
| A.                                       | Wood Connectors/ Anchors    |              |                     |                    |
| B.                                       | Truss Plates                |              |                     |                    |
| C.                                       | Engineered Lumber           |              |                     |                    |
| D.                                       | Railing                     |              |                     |                    |
| E.                                       | Coolers-Freezers            |              |                     |                    |
| F.                                       | Concrete Admixtures         |              |                     |                    |
| G.                                       | Material                    |              |                     |                    |
| H.                                       | Insulation Forms            |              |                     |                    |
| I.                                       | Plastics                    |              |                     |                    |
| J.                                       | Deck Roof                   |              |                     |                    |
| K.                                       | Wall                        |              |                     |                    |
| L.                                       | Sheds                       |              |                     |                    |
| M.                                       | Other                       |              |                     |                    |
| <b>8. New Exterior Envelope Products</b> |                             |              |                     |                    |
|  |                             |              |                     |                    |
|  |                             |              |                     |                    |
|  |                             |              |                     |                    |

The products manufacturer, description, and approval numbers can be obtained from the Florida Department of Community Affairs Building Code information system on the web @ [www.floridabuilding.org](http://www.floridabuilding.org). I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite: 1) copy of the product approval; 2) the performance characteristics which the product was tested and certified to comply with; and 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_



# NOTICE OF COMMENCEMENT

Permit No. \_\_\_\_\_

Parcel No. \_\_\_\_\_

State of Florida  
County of Bay

The undersigned hereby gives **Notice** that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this **Notice of Commencement**.

Description of property (legal description of the property, and street address if available): \_\_\_\_\_

General description of improvement: \_\_\_\_\_

Owner Name: \_\_\_\_\_

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

Owner's interest in site of the improvement: \_\_\_\_\_

Fee Simple Titleholder Name: \_\_\_\_\_

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

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Payment Bond Surety: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Amount of Bond: \$ \_\_\_\_\_

Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Person within the State of Florida designated by Owner upon whom **Notices** or other documents may be served as provided by Section 713.13(1) (a) 7., Florida Statutes:

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

In addition to himself or herself, Owner designates \_\_\_\_\_

of \_\_\_\_\_ to receive a copy of the Lienor's **Notice**

as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: \_\_\_\_\_

Expiration date of **Notice of Commencement** is one (1) year from date of recording unless a different date is specified \_\_\_\_\_.

Signature of Owner: \_\_\_\_\_

This foregoing instrument was acknowledged, sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
State of: \_\_\_\_\_ County of: \_\_\_\_\_.

Signature of Notary Public \_\_\_\_\_

Notary Seal

Printed Name: \_\_\_\_\_

Personally Known \_\_\_\_\_ or Produced ID \_\_\_\_\_ Type of ID Produced \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.**





# CITY OF PANAMA CITY BEACH

Building and Planning Department

## PRE POWER AFFIDAVIT

Date: \_\_\_\_\_

Master Permit #: \_\_\_\_\_

**JOB ADDRESS:** \_\_\_\_\_

Zip Code: \_\_\_\_\_ Unit #: \_\_\_\_\_

**Contractor:** \_\_\_\_\_

Phone Number: \_\_\_\_\_

### PRE-POWER AFFIDAVIT

**STATE OF FLORIDA  
COUNTY OF BAY**

I, \_\_\_\_\_, the General Contractor, agree and accept all responsibilities to have Temporary Power turned on to allow for inspections of all electrical circuits. No personal effects or persons shall occupy the structure prior to receiving a Certificate of Occupancy at:

\_\_\_\_\_

Permit Number \_\_\_\_\_,

At any time prior to the issuance of a Certificate of Occupancy, we, authorize the Panama City Beach Building Division to have power disconnected from the building or premises noted above.

X  
\_\_\_\_\_  
*Signature of Applicant*

by (Print Name) \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me

Notary  
Name/Seal \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_,

Personally known  or I.D. \_\_\_\_\_



# CITY OF PANAMA CITY BEACH

## Building and Planning Department

### IMPORTANT INFORMATION FOR THOSE WHO BUILD ON PROPERTIES IN SPECIAL FLOOD HAZARD AREAS “A” AND “V” ZONES

A special flood hazard area is where FEMA has determined that there is a greater chance for flooding to occur. The effective FEMA map is dated June 16, 2009. When building in these areas, two additional documents will be needed for your file and certain procedures must be followed. Failure to follow them could result in substantial extra costs and delays.

A suggested first step when building in these areas is to obtain a licensed land surveyor. He or she will first determine the Base Flood Elevation (BFE) of the area. This is the expected highest level of the water during a flood. He or she then places a “benchmark” on the property, which is used to determine how high this flood water level will be on your property.

- **The top of floor is based on this elevation.**
- **For manufactured homes approved by HUD, only a final elevation certificate is required.**
- **For site built homes, two elevation certificates are required. One at foundation placement and one at completion of construction.**

In the City of Panama City Beach, your lowest floor must be 1 foot above the BFE. Immediately after your slab is poured (or joists and girders installed for framed floor systems), the surveyor must then prepare a document called an “Elevation Certificate” (EC) that will verify your building floor is in compliance.

- **Don’t wait to get this first Elevation Certificate.**

It is important to get this first EC done soon after the floor is finished because, if for any reason, the floor is too low (below BFE), **it will have to be raised to the proper level.**

- **NOTE: Section 110.3 of the Florida Building Code requires the under construction elevation certificate to be submitted to the building official prior to vertical framing.**

The *second* EC is called for when the home and site (finished grade) are completed and nearing the final inspection. It again documents compliance of the floor and additionally documents other items like finished grade, equipment (such as air conditioning systems, these items must meet the elevation requirements also), flood venting if needed, etc.

- **NOTE: Per section 110.3 of the Florida Building Code, the final inspection and Certificate of Occupancy cannot be given until this second EC (Finished Construction EC) is provided for the file.**

For additions to existing homes located in flood zones, please make an appointment with staff to consider the applicable rules. “V” zones have wave action in addition to flooding hazards. They must meet all the above and they have unique foundation requirements that will need structural engineering. If you have questions, please call for assistance.

Why all the paperwork? FEMA provides low cost flood insurance for communities that make sure their new homes and additions are safe from flooding, and it’s the law. Need further information? For questions regarding your construction, call 233-5100, regarding the FEMA flood insurance program or go to <https://www.fema.gov/national-flood-insurance-program> or call CRS Coordinator at 233-5054 x 2311.