



City of Panama City Submittal Sufficiency Checklist

Development Services Department
501 Harrison Avenue, Panama City, FL 32401
850-872-3025 ~ plus@pcgov.org

Today's Date:

Project Location:

Address of Subject Property _____

Location of Property: _____

(Include approximate distance from nearest street intersection)

Items Submitted:

- 1. Three (3) Copies of signed & sealed Civil Plans.
- 2. Three (3) Copies of signed & sealed Architectural Plans
(Elevations, Floor Plans, and Plumbing Plan).
- 3. Three (3) Copies of signed & sealed Landscape &/or Irrigation Plans
(related to new commercial or industrial projects only).
- 4. Digital File of Architectural, Landscape & Civil Plans (on cd-rom, dvd, thumbdrive, or other media)
- 5. Completed Development Order Application.
- 6. Application Fee.

*See Section 102-30 of the City's Unified Land Development Code
for detailed requirements.*

PLEASE NOTE: The above list is the minimum required to start the review. All other required items will be checked during the review process. The 30-day review process will start with a complete development order package. Requested updates for review issues will have the same 30-day review process on each submittal. No Major Development or plat approval will advance to the Planning Board until the review is completed.

Staff Signature: _____

CHECKLIST