



City of Panama City Universal Application

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

1 Today's Date:

2 Has a change been requested for this property within the last year?
 Yes No

Appointments are suggested for all application submittals, please call to schedule.

3 Type of Request: (check all that apply)

- Annexation /Future Land Use (Small Scale)/Rezoning
- Banner Development Order (Temporary)
- Commercial / Industrial Development Order
- Construction Dumpster/Portable Container Permit
- Development Order
- Demolition Development Order
- Dock Development Order
- Expansion of a Non-Conforming Use
- Future Land Use Map / Large Scale Amendment
- Residential - Utility Service Application
- Sign Development Order
- Tent Development Order (Temporary)
- Utility Easement Abandonment
- Variance Request / Appeal of Administrative Decision
- Other: _____

4 Property Location:
Address of Subject Property _____
Size of Property (if known): _____ (in square feet or acres)
Bay County Parcel ID #: _____

5 Property Owner / Business / Tenant Information:
Name: _____
Email: _____
Address: _____
Phone 1: _____ Phone 2: _____
City: _____ State: _____ Zip: _____

I hereby certify that I am the owner of record of the property described in Step 4 above and that I approve of the requested action herein. I hereby authorize the City staff to enter upon my property for the purpose of site inspection and the placement of a public notice sign (if necessary) for this application. I understand that the Development Services Department may take up to 30 days to complete its review. I also understand that an approved Development Order from the City must be submitted to EPCI, the City's Building Department, by the applicant before commencement of construction is authorized. I also understand that City Development Orders are valid for a period of twelve (12) months from the date of issuance, unless the Director of Development Services grants an extension.

Signature of Owner: _____

FOR CITY STAFF ONLY

Fees Paid:
Fees Collected: \$ _____
Check Number: _____
Receipt No. : _____

6 Applicant / Authorized Agent / Primary Contact / Contractor Information *:

Name: _____ Email: _____
Address: _____ Phone 1: _____
City: _____ State: _____ Zip: _____ Phone 2: _____

I hereby certify that the information contained in this application is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this application and/or revocation of any approval based on this application. I understand that the Development Services Department may take up to 30 days to complete its review. I also understand that an approved Development Order from the City must be submitted to EPCI, the City's Building Department by the applicant before commencement of construction is authorized. I also understand that City D.O.s are valid for a period of twelve (12) months from the date of issuance, unless the Director of Development Services grants an extension.

Signature of Applicant: _____ Date: _____

7* Notarized Authorization:
*If the applicant is not the property owner and the owner is allowing the applicant to act on their behalf, a notarized signature of the owner is required.

Signature of Owner: _____ Date: _____

STATE OF FLORIDA
COUNTY OF _____
Sworn to (or affirmed) and subscribed before me this _____ day of _____, Year _____, by

(Name of Person Making Statement)

(Official Notary Signature)

NOTARY SEAL _____
(Name of Notary Type Printed or Stamp)
Personally known: _____ or Produced Identification: _____
Identification Produced: _____





**CITY OF PANAMA CITY, FL
UNIVERSAL APPLICATION PAGE 2**

K RESIDENTIAL UTILITY SERVICE:

8 Structure Type:

- Single Family Duplex
 Triplex Quadraplex

9 Name for Utility Billing:

Name: _____
 Email: _____
 Address: _____
 Phone 1: _____ Phone 2: _____
 City: _____ State: _____ Zip: _____

10 Utility Service Request:

WATER METER:

Water Meter Size:	3/4"	1"	1-1/2"	2"	Other
No. Requested:					

Comments: _____

IRRIGATION METER:

Water Meter Size:	3/4"	1"	1-1/2"	2"	Other
No. Requested:					

Comments: _____

SEWER:

Wastewater Tap Size:	2"	4"	6"	8"	Other
No. Requested:					

Comments: _____



MONTHLY BILLING FOR NEW TAPS/CONSTRUCTION ACCOUNTS*

PLEASE BE ADVISED:

- Monthly billing will commence upon the placement of the meter.
- Standardized bills are for water, sewer, and garbage. However, the Contractor need only pay the Water portion of the bill, IE:
 - Monthly payment is received & payment stub is marked Construction
 - Water used is for Building purposes only, NOT irrigation.
 - Garbage/Trash is not collected by the City of Panama City.
 - Bills are paid by due date or prior to 2nd billing. Delinquent payments WILL NOT receive a deduction for sewer & garbage.
- Certificate of Occupancy by EPCI will automatically terminate all deductions for sewer and garbage. The Contractor MUST notify the Billing Dept. immediately of any situation(s) that conflicts with the billing.
- Upon completion, the structure is billed on the "availability" of services.

Customer Initials: _____

*This Advisory is from the City's Billing/Customer Service Dept. (Room 105); Phone: 850-872-3166

