



# City of Panama City Submittal Sufficiency Checklist

Planning & Economic Development Department  
9 Harrison Avenue, Panama City, FL 32401  
850-872-3025 ~ mlane@pcgov.org

Today's Date:

## Project Location:

Address of Subject Property \_\_\_\_\_

Location of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Include approximate distance from nearest street intersection)

## Items Submitted:

- 1. Four (4) Copies of signed & sealed Civil Plans.
- 2. Four (4) Copies of signed & sealed Architectural Plans  
(Elevations, Floor Plans, and Plumbing Plan).
- 3. Four (4) 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 102-27 of the City's Land Development Regulations  
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 level III or plat approval will advance to the Planning Board until the review is completed.

Staff Signature: \_\_\_\_\_

# CHECKLIST