



Development Services Department
Builder's Services Division
840 W. 11th Street
Panama City, Florida 32401
(850) 248-8350

**BOARD OF COUNTY
COMMISSIONERS**

MEMO

WWW.BAYCOUNTYFL.GOV

To: Builder's Services Division Staff

Date: 11.17.2022

Re: Operational Changes

From: Steven W. Stafford, PE
Builder's Services Division Manager

A handwritten signature in blue ink that reads "Steven W. Stafford, PE".

840 WEST 11TH STREET
PANAMA CITY, FL 32401

Please be aware of the following two (2) operational changes that will take effect January 2, 2023.

COMMISSIONERS:

TOMMY HAMM
DISTRICT I

ROBERT CARROLL
DISTRICT II

WILLIAM T. DOZIER
DISTRICT III

DOUGLAS MOORE
DISTRICT IV

VACANT
DISTRICT V

ROBERT J. MAJKA
COUNTY MANAGER

Operational Change No. 1:

The Bay County Builder's Services Division will require all requests for building inspections be received by 2:00 PM the day before the inspection is to be performed.

Operational Change No. 2:

The Bay County Builder's Services Division will close to walk in customers at 4:00 PM. Phone calls and emails will continue to be received and processed until 5:00 PM.

Both of these changes will allow staff adequate time during the normal business hours ample time to complete their work by the end of the business day at 5:00 PM.