



ADDRESS APPLICATION

Bay County Board of County Commissioners
840 West 11th Street
Panama City, FL 32401

Please provide all information below:

Please check one:

Date: _____

Application for New Address

Verification of Existing Address

Applicant's Name: _____

Applicant's Address: _____

Parcel ID: _____

Phone No.: _____

Alternate Phone No: _____

Property Owner's Name: _____
(if different from applicant)

Email Address: _____

Attach Property Deed or Survey

Note: This process takes 3 – 5 working days. If applying for a new address:

1. Complete Address Form A01 in its entirety. This form must be submitted to Builder's Services. (Please check the box for "New Address or Verification")
2. A current deed or certified survey is required to be submitted along with the Address Application.
3. The application can be submitted by drop off, mail, email, or fax.
4. There is an application fee of \$45 per new address due at pickup.

Bay County issues addresses in the following areas: Callaway, Springfield, Fountain, Youngstown, Brannonville, Bayou George, High Point, Sandy Creek, East Callaway, Parker, Cedar Grove, Hiland Park, West Bay, Pinelog, Southport, Sandhills, Laguna Beach, North Lagoon, Bay Side, Bay Point, and all other unincorporated areas of the County.

----- For Office Use Only -----

Planning Department - Date Received: _____

Approved by: _____ Date Approved: _____

Assigned Address: _____

Trak-IT Activity # _____

Payment Amount: _____ Type: _____ Received By: _____

Date Completed: _____

Comments: _____