



**BAY COUNTY BUILDERS' SERVICES DIVISION**

Residential Plan Review  
New Homes & Residential Accessory Structures

Please provide all applicable items listed below.

1.  ONE COMPLETE SET OF PAPER PLANS and a pdf CD copy, drawn to scale. Containing:
  - a  Site plan
  - b  Foundation & footing plans
  - c  Floor plan, indicate all bearing walls
  - d  Wall section(s), foundation through roof. Include panel nailing schedules
  - e  Roof framing or truss layout plan
  - f  Electrical, plumbing and HVAC plans (Locate all smoke detectors)
  - g  Detail all window and door sizes
  - h  Method of compliance w/wind-load & wind-borne debris. WBD area is within 1 mile of coastline and all Risk Category IV and health care structures with 140 mph or greater Vult wind design
  - i  Engineering for open structures; porches, balconies, etc.



**Wind-load Design**

**WBD Protection**

**CHECK ONE**



**CHECK ONE**

- a) ICC-600/WFCM
- b) Architect's/Engineer's Design
- c) Other

- a) N/A – Not in WBD area
- b) Impact Resistant Shutters
- c) Impact Resistant Glass
- d) Wood Panels-AFFIDAVIT REQUIRED

2.  Complete, notarized Building Permit Packet including
  - a  Notarized Owner/Builder Affidavit (if not using a licensed contractor)
  - b  Recorded Notice of Commencement
  - c  Signed "A" and "V" Flood Zone handout (Form B-16)
  - d  Signed Driveway Affidavit (Form B08)
  - e  Signed Statement of Water (Form B09) or Receipt from water provider
  - f  Signed Florida Product Approval Affidavit (Form B-37)
  - g  I affirm building is for residential use only (1&2) Family dwelling unit purposes or accessory
3.  Florida Energy Form
4.  Verified legal address letter unless in Panama City
5.  Septic Tank Permit or utility sewer receipt.
6.  Gulf Power  REA-Southport  REA-Wewa  Indicate which power company

Applicant's Signature

Phone Number

E-mail

.....DO NOT WRITE BELOW DOTTED LINE.....

INFORMATION	VALUATION	COUNTY IMPACT FEES					FEES
Stories	Calculated value: \$	Library					Permit \$
Units	Type of Construction VB	Parks					State Surcharge \$
Square Footage	Permit Value \$	Fire					Total County Impact Fees \$
Flood Zone		Roads	B/A	EB	PC	S/S	<b>TOTAL COUNTY FEES</b> \$
		\$					
Plumbing Fixtures		Wholesale Water \$					
Notes:							



Bay County Builders Services  
 840 W. 11<sup>th</sup> ST.  
 Panama City, FL 32401  
 850-248-8350 Fax: 850-248-8384

Master Permit # \_\_\_\_\_  
 Date: \_\_\_\_\_

**APPLICATION FOR BUILDING PERMIT**  
**Code in effect 6<sup>th</sup> Edition Florida Building Code**

**OWNER'S NAME:** \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_

**PROJECT ADDRESS:** \_\_\_\_\_ Parcel ID \_\_\_\_\_  
 Proposed use of site: \_\_\_\_\_  
 Commercial Projects, please list name of business: \_\_\_\_\_

**CONTRACTOR'S NAME:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 State License #: \_\_\_\_\_ Competency Card: \_\_\_\_\_

**INTENDED OCCUPANCY:**

Public Lodging Establishment\*       Single Family Residence       Commercial

**BUILDING INFORMATION:**

Residential       Commercial      Valuation of Work: \$ \_\_\_\_\_

New       Addition       Alter/Repair       Other: \_\_\_\_\_

Number of Stories \_\_\_\_\_ Number of Units \_\_\_\_\_ Square Ft. – U.R.: \_\_\_\_\_  
 Square Ft. – H/C: \_\_\_\_\_

<input type="checkbox"/>	Single Family	<input type="checkbox"/>	Dock/seawall	<input type="checkbox"/>	Windows
<input type="checkbox"/>	Duplex	<input type="checkbox"/>	Storage	<input type="checkbox"/>	Doors
<input type="checkbox"/>	Multi-Family	<input type="checkbox"/>	Demolition	<input type="checkbox"/>	Vinyl Siding
<input type="checkbox"/>	Garage/Carport	<input type="checkbox"/>	Swimming pool	<input type="checkbox"/>	Shutters
<input type="checkbox"/>	Other (describe)				

**\*Pursuant to Fla. Stat. §509.013, public lodging establishment means any unit, group of units, dwelling, building, or group of buildings within a single complex of buildings which is rented to guests more than three times in a calendar year for periods of less than 30 days or 1 calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests. Included in this definition are vacation rentals.**

A change of occupancy or use of a building may require the owner to make application to the Building Official and obtain the required permit for the new occupancy.





NOTICE OF COMMENCEMENT

Permit No. \_\_\_\_\_
State of Florida
County of Bay

Tax Folio No. \_\_\_\_\_

To Whom It May Concern:

The undersigned hereby gives Notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Description of property (legal description of the property, and street address if available): \_\_\_\_\_

General description of improvement: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner's interest in site of the improvement: \_\_\_\_\_

Fee Simple Titleholder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Payment Bond Surety: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Amount of Bond: \$ \_\_\_\_\_

Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Person within the State of Florida designated by Owner upon whom Notices or other documents may be served as provided by Section 713.13(1) (a) 7., Florida Statutes:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

In addition to himself or herself, Owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: \_\_\_\_\_

Expiration date of Notice of Commencement is one (1) year from date of recording unless a different date is specified \_\_\_\_\_.

Signature of Owner

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (name of person making statement).

Signature of Notary Public (State of Florida)

NOTARY SEAL

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_
Type of Identification Produced \_\_\_\_\_

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.



**BAY COUNTY BUILDERS' SERVICES DIVISION**  
**RESIDENTIAL DRIVEWAY AFFIDAVIT**

This notice is to inform you that a driveway final inspection will be needed for your project if it is on a County road.

\_\_\_\_\_ New driveway - you will need to apply to the Engineering Department for a Driveway Permit for a new access to a County road.

\_\_\_\_\_ Existing driveway - the inspection is still required, but is free of charge.

\_\_\_\_\_ Private Drive – No permit or inspection is required

All questions regarding driveway permits and inspections should be directed to the Engineering Department at 248-8301.

**Electricity cannot be turned on  
Until the driveway final inspection is approved and filed.**

I have read and understand the above,

\_\_\_\_\_  
Homeowner/Agent/Contractor Signature

\_\_\_\_\_  
Date



**BAY COUNTY BUILDERS' SERVICES DIVISION**  
**STATEMENT FOR WATER**

**Site Address:** \_\_\_\_\_

\_\_\_\_\_ **WELL** A working potable water well located on the site which will be used water supply to the structure. (no public utilities are available)

\_\_\_\_\_ **SEPTIC TANK** A new or existing septic system located on the site will be used. (Provide a current septic permit or existing system letter from the Bay County Health Department before building permit can be issued.

\_\_\_\_\_ **PUBLIC UTILITIES – WATER** Are available and will utilized for water to the structure. (Provide water receipt from serving utility company indicating available service and that all tap fees and impact fees have been paid)

\_\_\_\_\_ **PUBLIC UTILITIES – SEWER** Are available and will be utilized for sewer to the structure. (Provide sewer receipt from serving utility company indicating available services and that all tap fees have been paid)

\_\_\_\_\_  
Owner/Agent/Contractor Signature

\_\_\_\_\_  
Date



BAY COUNTY BUILDERS' SERVICES DIVISION

840 W. 11th Street
Panama City, Florida 32401
Telephone: (850) 248-8350
Fax: (850) 248-8384

WIND-BORNE DEBRIS PROTECTION
AFFIDAVIT AND NOTICE

For the purpose of documenting the wind-borne debris protection method for the exterior glazing (windows) of the structure located at:

I (print name) \_\_\_\_\_ attest to the following:

- 1) The structure is classified as an R-3 or R-4 occupancy with mean roof height of 33 ft. or less.
2) The building is within one mile of the mean coastal high water line.
3) I have applied for a Building Permit under an exception to the required "Protection of Openings" found in the Florida Building Code. (R301.2.1.2 and 1609.1.2)

NOTICE: This is only an option for Groups R-3 and R-4 occupancies.

- Exception: Wood structural panels with a thickness of not less than 7/16 inch (11 mm) and a span between lines of fasteners of 44 inches (1118 mm) shall be permitted for opening protection in buildings with a mean roof height of 33 feet or less in locations where Vuit is 180 mph or less.
a. Attachments shall be designed to resist the component and cladding loads determined in accordance with either Table R301.2(2) or ASCE 7, with the permanent corrosion-resistant attachment hardware provided and anchors permanently installed on the building.
b. As an alternative, panels shall be fastened at 16 inches (406.4 mm) o.c. along the edges of the opposing long sides of the panel.
I. For wood frame construction, fasteners shall be located on the wall such that they are embedded into the wall framing members, nominally a minimum of 1 inch (25.4 mm) from the edge of the opening and 2 inches (50.8 mm) inward from the panel edge.
II. For concrete or masonry wall construction, fasteners shall be located on the wall a minimum of 1.5 inches (37.9 mm) from the edge of the opening and 2 inches (50.8 mm) inward of the panel edge.
III. Vibration-resistant alternative attachments designed to resist the component and cladding loads determined in accordance with provisions of Table R301.2(2) or ASCE 7 shall be permitted.

I understand and agree to all of the above,

Signature of Owner/Agent/Contractor

Date



## Florida Product Approval Affidavit

In complying with Florida Law and Chapter 17 of the Florida Building Code, I \_\_\_\_\_ as the contractor/builder, attest the structure to be built or renovated at \_\_\_\_\_ will comply with the established standards for performance of products and materials set forth by the product approval guidelines as required by 553.842 [Florida Statute](#) and 61G20-3 [Florida Administrative Code](#).

Information and approval numbers of the building components will be available at the time of inspection of these products to the inspector on the jobsite: 1) copy of the product approval; 2) the performance characteristics which the product was tested and certified to comply with; and 3) copy of the applicable manufacturer's installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection. **A copy of the completed Product Approval Specification Sheet will be returned to Bay County Builders Services before a Certificate of Occupancy will be issued.**

\_\_\_\_\_

Contractor/Builder signature

\_\_\_\_\_

Date

# PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute [553.842](#) and the [Florida Administrative Code](#), please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products.

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>1. Exterior Doors</b>			
A. Swinging			
B. Sliding			
C. Sectional			
D. Roll-up			
E. Automatic			
F. Other			
<b>2. Windows</b>			
A. Single Hung			
B. Horizontal Slider			
C. Casement			
D. Double Hung			
E. Fixed			
F. Awning			
G. Pass Through			
H. Projected			
I. Mullion			
J. Wind Breaker			
K. Dual Action			
L. Other			
<b>3. Panel Walls</b>			
A. Siding			
B. Soffits			
C. EIFS			
D. Storefronts			
E. Curtain Walls			
F. Wall Louver			
G. Glass Block			
H. Membrane			
I. Greenhouse			
J. Other			
<b>4. Roofing Products</b>			
A. Asphalt Shingles			
B. Underlayments			
C. Roofing Fasteners			
D. Non-Structural Metal Roofing			
E. Wood Shingles and Shakes			
F. Roofing Tiles			
G. Roofing Insulation			
H. Waterproofing			
I. Built Up Roofing Roof Systems			
J. Modified Bitumen			
K. Single Ply Roof Systems			

Category/Subcategory		Manufacturer	Product Description	Approval Number(s)
L.	Roofing Slate			
M.	Cements-Adhesives Coatings			
N.	Liquid Applied Roof Systems			
O.	Roof Tile Adhesive			
P.	Spray Applied Polyurethane Roof			
Q.	Other			
<b>5.</b>	<b>Shutters</b>			
A.	Accordion			
B.	Bahama			
C.	Storm Panels			
D.	Colonial			
E.	Roll-up			
F.	Equipment			
G.	Other			
<b>6.</b>	<b>Skylights</b>			
A.	Skylight			
B.	Other			
<b>7.</b>	<b>Structural Components</b>			
A.	Wood Connectors/ Anchors			
B.	Truss Plates			
C.	Engineered Lumber			
D.	Railing			
E.	Coolers-Freezers			
F.	Concrete Admixtures			
G.	Material			
H.	Insulation Forms			
I.	Plastics			
J.	Deck Roof			
K.	Wall			
L.	Sheds			
M.	Other			
<b>8.</b>	<b>New Exterior Envelope Product</b>			

The products manufacturer, description, and approval numbers can be obtained from the Florida Building Code information system on the web @ [Florida Building Code Online](#). I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite: 1) copy of the product approval; 2) the performance characteristics which the product was tested and certified to comply with; and 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection. A completed copy of this Product Approval Specification Sheet will be returned to Bay County Builders Services before a Certificate of Occupancy will be issued.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## “A” AND “V” FLOOD ZONES

### IMPORTANT INFORMATION FOR THOSE WHO BUILD ON PROPERTIES IN SPECIAL FLOOD HAZARD AREAS

A special flood hazard area is where FEMA has determined that there is a greater chance for flooding to occur. The effective FEMA map is dated June 16, 2009. When building in these areas, two additional documents will be needed for your file and certain procedures must be followed. Failure to follow them could result in substantial extra costs and delays.

A suggested first step when building in these areas is to obtain a licensed land surveyor. He or she will first determine the Base Flood Elevation (BFE) of the area. This is the expected highest level of the water during a flood. He or she then places a “benchmark” on the property, which is used to determine how high this flood water level will be on your property.

- **You must then build your floor above that flood water level.**
- **For manufactured homes approved by HUD, only a final elevation certificate is required. For site built homes, two elevation certificates are required.**

In unincorporated Bay County and the City of Panama City, your lowest floor must be **1 foot above the BFE**. Immediately after your slab is poured (or joists and girders installed for framed floor systems), the surveyor must then prepare a document called an “Elevation Certificate” (EC) that will verify your building floor is in compliance.

- **Don’t wait to get this first Elevation Certificate.**

It is important to get this *first* EC done soon after the floor is finished because, if for any reason, the floor is too low (below BFE), **it will have to be raised to the proper level.**

- **NOTE: Section 110.3 of the code requires the under construction elevation certificate to be submitted to the building official prior to vertical framing.**

The *second* EC is called for when the home and site (finished grade) are completed and nearing the final inspection. It again documents compliance of the floor and additionally documents other items like finished grade, equipment (such as air conditioning systems, these items must meet the elevation requirements also), flood venting if needed, etc.

- **NOTE: Per section 110.3 of the code, the final inspection and Certificate of Occupancy cannot be given until this second EC (Finished Construction EC) is provided for the file.**

For additions to existing homes located in flood zones, please make an appointment with staff to consider the applicable rules. “V” zones have wave action in addition to flooding hazards. They must meet all the above and they have unique foundation requirements that will need structural engineering. If you have questions, please call for assistance.

Why all the paperwork? FEMA provides low cost flood insurance for communities that make sure their new homes and additions are safe from flooding, and it’s the law. Need further information? For questions regarding your construction, call 248-8250, regarding the FEMA flood insurance program or go to <https://www.fema.gov/national-flood-insurance-program> or call CRS Coordinator at 248-8250.

I have read and understand the above \_\_\_\_\_ Dated \_\_\_\_\_



Bay County Builders Services  
840 West. 11<sup>th</sup> St.  
Panama City, FL 32401  
850-248-8350, Fax 850-248-8384

**Form B21**

## **TEMPORARY POWER AFFIDAVIT**

**STATE OF FLORIDA  
COUNTY OF BAY**

Permit Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

I, the Contractor of Record, agree and accept all responsibility to have Temporary Power turned on at the above listed project address. At any time prior to issuance of a Certificate of Occupancy, I authorize the County to have power disconnected from the building or premises noted above.

I acknowledge that authorization for Temporary Power is for a period of 90 days from the date permanent power is applied and an extension of 90 days may be granted if requested.

**I affirm that this building, nor any portion thereof, shall not be occupied without the issuance of a Certificate of Occupancy. Violation of this will result in cancellation of Temporary Power.**

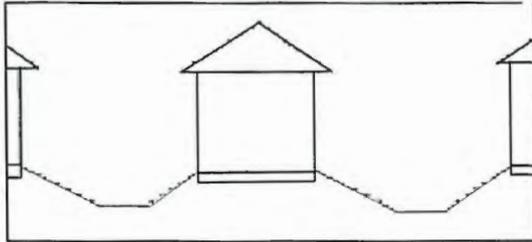
\_\_\_\_\_  
**Contractor**

There are three types of residential lot grading plans:

Type 1: Drainage on the front half of the lot is directed towards the front of the lot, and drainage on the back half of the lot is directed towards the back of the lot.

Type 2: All the overland drainage on the lot is directed to the street at the front of the lot.

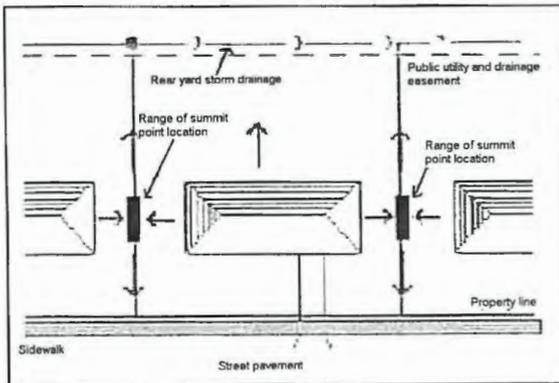
Type 3: All drainage directed to the back of the lot.



The type of drainage for each lot is determined by the grading of the lot before development. Regardless of the type of grading, it is important that every lot be graded in such a way that storm water runoff flows away from the house.

**Type 1**

The most common type of grading is Type 1.

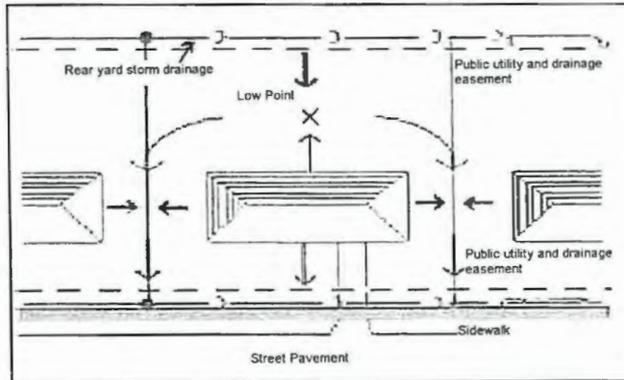


**Example of Type 1 Grading**

A lot with this type of drainage has summit point (high point) along the side lot line forcing runoff from the front yard towards the street and runoff from the backyard to a ditch or overland flow swale along the rear lot line.

**Type 2**

The second type of lot grading directs all the overland drainage from the lot to the street at the front lot.

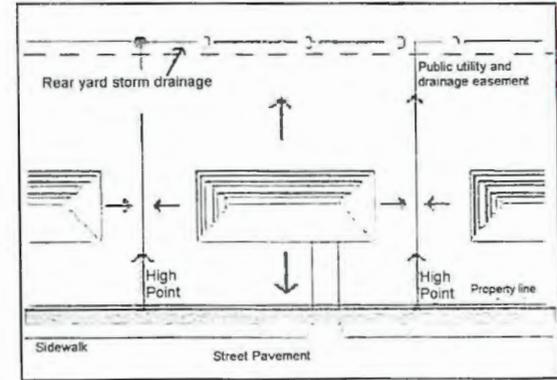


**Example of Type 2 Grading (Horseshoe Drainage)**

This type of grading is utilized when the elevation of the ground at the rear lot line is significantly higher than the elevation of the street. This type of grading results in a low point at the center of the rear yard to direct runoff away from the house.

**Type 3**

The third type of lot grading directs all overland drainage from the lot to the back of the lot.



**Example of Type 3 Grading**

Type 3 drainage is similar to Type 1 drainage, except that the summit point is at the top of the curb rather than midway down the side lot line. This grading is used when the elevation of the ground at the rear lot line is considerably lower than the elevation of the street.

As owner of the property, I understand that drainage must be provided so that runoff does not impact adjoining properties. This must be in place before a final building inspection is called for.

Address: \_\_\_\_\_  
Owner Signature: \_\_\_\_\_

Choose a grading plan:  
 Type I     Type II     Type III