

City of Panama City Utilities Connection & Impact Application

Public Works – Underground Utilities Division

POC: Sinem Yuncuoglu sinem@panamacity.gov Phone: (850) 691-4557

City of Panama City, City Hall, 501 Harrison Avenue, Lower Level, Room 013, Panama City, FL 32401

This application should be completed for a water utility service request for new or existing buildings. This includes requests for new water or sewer connections, irrigation meters, and resizing existing water meters. An Impact Fee Worksheet must be completed if adding fixtures to the building or if making a new service connection. ***Disclaimer: Submission of this application for new connections for properties located outside of City limits does not guarantee approval for services. Applicant will be required to connect based upon the listed options below. **City utilities and related services cannot be connected a la carte and will be billed accordingly.** Upon submission, all applications must be reviewed by the City's Public Works department's Underground Utilities division to evaluate connection feasibility. Written explanations will be provided in the event of a service connection denial.***

NOTE: All required City of Panama City water and sewer impact and connection fees shall be calculated by and paid to the City of Panama City prior to issuance of building permits. Building permits shall be contingent upon receipt of payment of water and sewer fees. This applies to all Development Orders issued on or after September 1, 2023. Development orders dated and issued prior to September 1, 2023, will need to pay all water and sewer impact fees to the City of Panama City prior to final inspection and issuance of the Certificate of Acceptance by the City. Building permits shall be contingent upon receipt of payment of water and sewer fees. Water and sewer impact fee invoices will be sent to the applicant's email within 10 business days.

Structure Type (Check ALL that Apply):

Single-Family Duplex Multi-Family
 Office Warehouse Retail Store Restaurant
 Other: (New) Subdivision: # of Structures _____
 Declining annexation into City Limits

Connection Type (Check ALL that Apply):

Water / Trash / (active septic) Water / Sewer / Trash Irrigation Meter

Existing Service. Is there an existing account for City Utility Services at this address?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Name:		
Email:		
Address:		
Parcel Identification Number:		
Phone 1:	Phone 2:	
City:	State:	Zip:

Water Meter:

Water Meter Size:	3/4"	1"	1-1/2"	2"	Other
Number Requested:					

Fire Line Tap Size:	2"	4"	6"	8"	Other
Number Requested:					

Irrigation Meter:

Water Meter Size:	3/4"	1"	1-1/2"	2"	Other
Number Requested:					

Sewer:

Wastewater Tap Size:	2"	4"	6"	8"	Other
Number Requested:					

Comments. Please provide any additional comments that are relevant to the utility connection request. For example, existing service that needs a meter upgrade, meter relocation, developer to place service or just require meter installation etc.

Please note the following advisory concerning water sewer connection fees, fixtures, and meters:

- New service connections / meter installation(s) may take up to 5 weeks following payment of all related fees.
- Prior to meter installation, please indicate preferred location for connection with stakes. **Green** stake for sewer and **blue** for water.
- For questions regarding water and sewer fee calculations, please contact Sinem Yuncuoglu, Utilities Plans Coordinator, Department of Public Works at sinem@panamacity.gov or 850-691-4557.
- For questions regarding service connection after payment, please contact Nickie Chapple, Utilities Administrative Coordinator, Underground Utilities Division at achapple@panamacity.gov or 850-872-3165.
- Monthly billing will commence upon the placement of the meter.
- **Water Connection Notice:** Separate lots, separate building sites, and garages or other structures that have been converted to a residential dwelling will require separate connections for the purposes of monthly billing for water rates. Primary dwellings, accessory dwelling units and meters will need separate addresses. Failure to apply for and receive an address prior to applying for water and sewer fees will result in a delay in calculating water and sewer fee calculations and issuance of an invoice. In cases where a number of houses or premises are supplied water through one meter or one service and owned by one person; and one or more of the houses or premises are sold or transferred or otherwise passes to another owner, the seller and former owner is required to disconnect such houses and have separate meters installed for each separate owner.
- Water and sewer connection fees can be paid at the City of Panama City Utility Billing, 501 Harrison Avenue, 1st floor, Suite 132. Please bring check or money order made out to the City of Panama City. Payments via mail can be sent to the following address:

City of Panama City
ATTN: Utility Billing
1st Floor
501 Harrison Avenue
Panama City FL, 32401-2621

- **Irrigation Meter Installations ONLY:**

- By completing and signing this form, the requestor acknowledges their obligation to abide by the City's Cross-Control Program. It is the responsibility of the requestor to provide regular maintenance and future

- upkeep along in addition to bearing financial responsibility of all matters in relation to the backflow preventor device.
- Applicant acknowledges their responsibility of procuring a licensed plumber and permit for proper device and equipment installation.
- For questions regarding Cross-Control Connection Program, please contact Hannah Maedke, Environmental Compliance Division at crossconnect@panamacity.gov or 850-691-4578.

Please note the following advisory from the City's Billing/Customer Service Department (City Hall, Room 105 and Phone: 850-872-3166) concerning monthly billing for new taps/construction accounts:

- Standardized bills are for water, sewer, and garbage.
 - Sec. 23-162. - Charges due although connection not made.
 - The sewer charges or rates provided for in this division shall be payable to the city by the owner of property, whenever such property is so situated as to require such owner to connect with the sewer system, as provided in section 23-130, whether or not such owner has been notified so to connect, and whether or not such owner connects with such system or makes use thereof.
 - Applicant will be charged sewer rates based on the water consumption **if sewer is available.**
- However, the Contractor need only pay the Water portion of the bill, IF:
 - Monthly payment is received, and payment stub is marked Construction
 - Water used is for Building purposes only, NOT irrigation. (**Building Permit required**)
 - 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 and garbage.
- Certificate of Occupancy by the City of Panama City Development Services Department's Building Services Division will automatically terminate all deductions for sewer and garbage. The Contractor MUST notify the Utility Billing Department immediately of any situation(s) that conflicts with the billing.
- Upon completion, the structure is billed on the "availability" of services (base bill) plus usage.

Additional Resources and Information:

- Cross-Connection Control Program (*Irrigation meter installations only*)
 - [50 Cross-Connection Questions, Answers & Illustrations](#)
 - [cross connection control Program | Panama City, FL - Official Website](#)
 - Questions:
 - Environmental Compliance Division / crossconnect@panamacity.gov / (850) 691-4578
- Utility Billing
 - [Utilities Department | Panama City, FL - Official Website](#)
 - Questions:
 - Utilities Division / utilities@panamacity.gov / (850) 691-4553
- Underground Utilities
 - [Utilities](#)
 - Toggle "Water" layer

Owner / Person Responsible Paying for Bill Authorization

By printing my name and signing below, I certify that this application is complete and accurate to the best of my knowledge. I also certify that I have read and understand the advisory herein concerning monthly billing for new taps/construction accounts. I understand that as the owner I am responsible for all fees and bills for the subject property. I also understand that a permit will be required before any under construction adjustments will be considered by the City. I understand that all required City of Panama City water and sewer impact fees shall be calculated by and paid to the City of Panama City prior to issuance of building permits. Building permits shall be contingent upon receipt of payment of water and sewer fees. This applies to all Development Orders issued on or after September 1, 2023. Development orders dated and issued prior to September 1, 2023, will need to pay all water and sewer impact fees to the City of Panama City prior to final inspection and issuance of the Certificate of Acceptance by the City. Building permits shall be contingent upon receipt of payment of water and sewer fees. Water and sewer impact fee invoices will be sent to the applicant's email within 5-7 business days. **NOTE: IDENTIFICATION IS REQUIRED FOR NOTARIZATION AND OPENING A UTILITY ACCOUNT.**

Certification of Ownership

Property Owner Name (Print): _____

Property Owner's Signature: _____

STATE OF _____ COUNTY OF _____ Sworn to and
subscribed me

this _____ day of _____, 20_____, By _____,
the

applicant is personally known to me or has produced _____ as identification.

Notary Public: _____

My Commission Expires: _____

NOTARY STAMP:

Applicant or Authorized Agent/Applicant Authorization

By printing my name and signing below, I certify that I am the authorized agent or applicant for the property owner. I certify that this application is complete and accurate to the best of my knowledge. I certify that I have read and understand the advisory herein concerning monthly billing for new taps/construction accounts. I understand that as the owner I am responsible for all fees and bills for the subject property. I also understand that a permit will be required before any under construction adjustments will be considered by the City. I understand that all required City of Panama City water and sewer impact fees shall be calculated by and paid to the City of Panama City prior to issuance of building permits. Building permits shall be contingent upon receipt of payment of water and sewer fees. This applies to all Development Orders issued on or after September 1, 2023. Development orders dated and issued prior to September 1, 2023, will need to pay all water and sewer impact fees to the City of Panama City prior to final inspection and issuance of the Certificate of Acceptance by the City. Building permits shall be contingent upon receipt of payment of water and sewer fees. Water and sewer impact fee invoices will be sent to the applicant's email within 5-7 business days. **NOTE: IDENTIFICATION IS REQUIRED FOR NOTARIZATION AND OPENING A UTILITY ACCOUNT.**

Owner Authorization of Applicant, Agent or Representative

*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.

Property Owner Name (Print): _____

Property Owner's Signature: _____

STATE OF _____ COUNTY OF _____ Sworn to and subscribed me
this _____ day of _____, 20_____, By _____, the
applicant is personally known to me or has produced _____ as identification.

Notary Public: _____

My Commission Expires: _____ NOTARY STAMP: _____

Authorized Applicant, Agent or Representative

Applicant/Authorized Agent Name (Print): _____

Applicant's Signature: _____

STATE OF _____ COUNTY OF _____ Sworn to and subscribed me
this _____ day of _____, 20_____, By _____, the
applicant is personally known to me or has produced _____ as identification.

Notary Public: _____

My Commission Expires: _____ NOTARY STAMP: _____



**City of Panama City
Water & Sewer Impact Fee Worksheet**

Applicant: _____

Date: _____

Address: _____

Phone: _____