

Address Assignment Applicant's Development Guide

Development Services Department – Planning & Zoning Division

City of Panama City, City Hall, 501 Harrison Avenue, 2nd Floor, Room 217, Panama City, FL 32401

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Application Fee: \$50 (up to 10 addresses)

Review Fee: N/A

Total Fee: \$50

All applications, materials, plans, documents and fees are required to be submitted electronically via the Development Services Department's online application portal. Submission via e-mail will not be considered. Ownership and Applicant Authorization Forms will also need to be submitted electronically.

This guide is intended for applicants seeking to request an address and initiate the address assignment process. This process does not initiate a request for or authorize any development on any parcel of land including land clearings. It does not initiate requests for or authorize lot splits, lot combinations or the subdivision of land. Any modification or expansion of a structure or new construction would require review and issuance of a Development Order under the most current Land Development Regulations.

The street numbers (addresses) of all houses and buildings in the city shall be assigned by the Development Services Department. The owners or occupants of all houses, stores, and other premises are required to make application to the department for the assignment of a correct street number prior to the application for a building permit of any new building or prior to occupancy of any existing building which is not numbered, and display such number assigned on the particular building or occupied premises. The address number shall be visible from the street and shall be made up of numbers at least four inches in size. Addressing assignment request forms can be submitted at the same time as Commercial or Residential Development Order applications.

A change of address will ONLY be granted for one of the following reasons: **1)** the existing entrance on a corner lot is on a different street; or **2)** you have documentation that demonstrates difficulty in receiving mail or emergency services.

INSTRUCTIONS: Submit the form and items below (other documents may also be required depending on your project scope). For all requests, you must provide a site plan - Drawn to scale and showing property lines and building footprint. The site plan will need to delineate separate suites if multiple units or suites will be located in a building or plaza.

VACANT LOTS AND PROPOSED DEVELOPMENT: Addresses are not assigned to empty lots or vacant land until plans for development are submitted. Addresses will only be assigned when new development or alteration work is proposed.

NEW CONSTRUCTION/DEVELOPMENTS: When construction of any new development is proposed, applicants are required to establish new addresses. New addresses are assigned consistent with the existing addresses and the city-wide numbering grid. Applicants should submit an Address Assignment Request for new commercial and residential developments prior to submittal of the Development Order application. Addressing for subdivisions should be submitted only after the subdivision mylar has been approved, signed and recorded. Once addresses are assigned, city staff will prepare an addressing notice and send it to the US Post Office, Bay County Property Assessor, utility companies, emergency services, and city departments. Failure to apply for the Address Assignment application may delay the issuance of a building permit.

MINOR SUBDIVISIONS: Addresses for all minor subdivisions (creation of three to five lots) will not be assigned until the Commercial Development Order is issued.

FINAL PLAT/MAJOR SUBDIVISIONS: Addresses for all major subdivisions (creation of more than five lots) will not be assigned until the final plat is recorded. A digital copy of the recorded plat which includes the plat book and page number, will be required to be provided as part of this application for all major subdivisions.

BUILDING DEMOLITIONS: If a new building is to replace a demolished building and there is no change in use, the existing address is assigned to the new building.

CHANGING EXISTING ADDRESSES: Existing address numbers will be changed only if there is an entry change on a corner lot where building permits are issued for a remodel, or you have documentation that demonstrates difficulty in receiving mail or emergency services.

MULTI-TENANT BUILDINGS: Multi-tenant buildings will have one street address with suite numbers for tenant spaces, and one address is assigned per tenant space.

REASON FOR ADDRESS REQUEST (check one):

- ☐ Building Demolition
- ☐ Utility Meter(s)
- ☐ Telecommunications Facility
- ☐ Final Plat/Major Subdivision
- ☐ Minor Subdivision
- ☐ New/Construction/Development(s)
- ☐ Lot Split
- ☐ Lot Combination
- ☐ Constructing a new building on a parcel with no address.
- ☐ Replacing a building and including a change in use.
- ☐ Replacing a building and prior use will continue.
- ☐ Demise or combine suites in a multi-tenant building.
- ☐ My corner lot entrance is on a different street.
- ☐ I'm having difficulty receiving mail or emergency services.