

Alcohol Beverage License 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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Fee Item	Application Fee	Review Fee	Total Fee
Liquor License – No Site Visit	\$0.00	\$0.00	\$0.00
Liquor License-Site Visit Required	\$0.00	\$50.00	\$50.00

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.

Development Services staff will review the Beverage License for compliance with local zoning codes to ensure that the proposed address and location of the sale of alcoholic beverages is compliant with the zoning district and distance requirements established by City ordinances. A beverage license sign off by Development Services staff does not constitute the authority to conduct any development on any parcel of land including land clearings; it does not authorize approval of the renovation or modification to existing structures. Any future site work or land clearing, modification, renovation, alteration, expansion or construction of any structure will require review and issuance of a Development Order under the most current City of Panama City Unified Land Development Code regulations.

While applicants are required to adhere to state licensing requirements concerning the alcoholic beverages, the City of Panama City also has regulations that are enforced. Chapter 3, Alcoholic Beverages, of the City of Panama City Code of Ordinances contain the requirements for the sale, possession and consumption of alcoholic beverages, distance separation requirements from schools and churches and hours of sale.

Processing and reviewing of beverage license applications for zoning sign off can take a minimum of 1 business day and up to 3 business days to review and complete.

In order for staff to complete their review the applicant shall provide the following:

- Completed City of Panama City Alcohol Beverage License application.
- Payment of all applicable fees. Fees cannot be waived and are non-refundable.
- Property Appraiser Map (Identify the Subject Property) <https://baypa.net/>
- State Application for Beverage License including the sketch of the proposed licensed premises. Application will be signed and returned to the applicant if approved.