

# Alterations Development Order Applicant's Development Guide

Development Services Department – Planning & Zoning Division

City of Panama City, City Hall, 501 Harrison Avenue, 2<sup>nd</sup> Floor, Room 217, Panama City, FL 32401

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Exterior Renovations/Additions:	Application Fee: \$50	Review Fee: \$200	Total: \$250
Interior Renovations:	Application Fee: \$50	Review Fee: \$85	Total: \$135
Exterior renovations/Additions and Interior Renovations:			Total: \$385

**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 are included in this guide. They will also need to be submitted electronically.**

This guide is intended for applicants seeking to initiate the Development Order review process for the completion of minor alterations and repairs within a commercial structure intended for commercial use or its façade. Alterations include the replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose. Alterations also include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment. Projects that are eligible for the Alterations Development Order application review process are as follows:

- Painting (internal and external).
- Replacing building façade materials.
- Replacing building wall materials.
- Changing or replacing flooring materials.
- Removing and replacing doors, windows, shutters.
- Repairing ramps and stairs within and outside of the structures.
- Constructing non-load bearing walls intended only to reconfigure the space or a structure.
- Electrical, plumbing and mechanical repairs.
- Replacing an existing in-ground grease interceptor or upgrading/changing any existing grease removal device (applicable to existing commercial food establishments only).
- Replacing existing water and wastewater fixtures.

Projects that are **NOT** eligible for the Alterations Development Order application review process are as follows:

- Alterations that exceed 50% of the building area.
- Non-conforming structures where 50% or more the building is damaged or destroyed.
- Changes of use including but not limited to the following: commercial restaurants, café's, salons, spas, gas stations, grocery stores, auto retail and repair shops, industrial uses (heavy and light).
- Installation of additional water and wastewater fixtures.

To be considered for the Alterations Development Order review process, provide the following below:

- A project narrative and a complete scope of work.
- Site plan showing existing setbacks from the building to the parcel line.
- An existing and/or proposed floor plan.
- Complete Grease Interceptor Submittals Consisting of:
  - Plumbing Diagram Showing location of and drainage to and from proposed new interceptor.
  - Product Specifications or Signed and Sealed Interceptor Specifications (prefabricated units only) showing gpm, grease retention capacity, and/or volume.

- Hydromechanical and Automatic Grease Removal Devices: Calculations showing gallons per minute from all fixtures draining to new unit Per FBC Ch. 10 1003.3.5 (per PDI G101 and ASME A112.1403, Appendix A).
- Gravity Grease Interceptors: calculations showing required interceptor volume per Rule 64E-6, F.A.C.

Signed and sealed plans are not required for the Alterations Development Order review process. Digital copies of all plans and submittals are required to be provided through the Development Services Department's online application portal. Certificates of Acceptance will not be required for those projects issued an Alterations Development Order.

**PLEASE NOTE:** Upon receipt and review of the application, if Development Services Department staff determines that the proposed project does not qualify for the Alterations Development Order application review process, the applicant will be provided the application and information packet for the Commercial and Industrial Development Order application and be asked to schedule a pre-submittal meeting.

**Building Permits:** Development Orders are necessary for initiating the building permit process through the City of Panama City's Development Services Department's Building Services Division, 501 Harrison Avenue, Panama City, Florida (850) 872-3090. Considerations for applications for building permits will be reviewed exclusively through the Development Services Department's online portal.

