

Notice of Development Completion and Certificate of Acceptance (CA) 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
Phone: 850-872-3025 | Email: planning@panamacity.gov | Website: www.panamacity.gov

Inspection Fee: \$0

Re-inspect after each disapproval: \$25

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. Stormwater Certification and General Contractor Agreement will also need to be submitted electronically with the Certificate of Acceptance application.

At least 4 weeks prior to final inspections for Certificates of Occupancy being scheduled, the developer will need to submit for a Notice of Completion and a request for a Certificate of Acceptance, pursuant to section 102-37 of the Unified Land Development Code. CA review and inspections will need to be requested through the Development Services Department's online application portal once all required materials are submitted.

Applicant's, Owners and Contractors will need to agree, understand and complete a Notice of Development Completion and Certificate of Acceptance Agreement. Owners and Applicant's will need to review and sign and submit with the Development Order. Contractors will need to sign prior to issuance of building permits.

The following will need to be provided and satisfied prior to Development Services staff issuing a Certificate of Acceptance:

- **Approved Development Order.** A digital copy of the Development Order will need to be provided upon submittal for a Certificate of Acceptance inspections.
- **Provision of Approved Permit Plans and Construction.** Two (2) hard copies of the approved permit and site plans and Two (2) hard copies of the construction plans along with a digital copy of each. Hard copies should be no less than 24" x 36" in size.
- **As-Built Survey.** An As-Built Survey of the project (in digital format) shall be submitted to the Department of Development Services prior to issuance of the Certificate of Acceptance by the city.
- **Stormwater Certification.** The applicant's engineer of record shall certify the stormwater treatment and flood attenuation for the subject development.
- **Elevation Certificate.** An Elevation Certificate, if required, shall be provided to the Floodplain Manager after the slab has been poured to ensure base flood elevation meets Floodplain Ordinance requirements. Elevation Certificates shall be provided before during and after construction. Please contact Jennifer Aldridge, Floodplain Manager at jaldridge@panamacity.gov.
- **Other Permits.** All permits and/or authorizations from federal, state, and local government agencies having jurisdiction over the proposed development shall be issued prior to commencement of the project. Copies of all government permits and/or authorizations shall be submitted to the City of Panama City Development Services Department for insertion into the project file.
- **Landscaping:** Landscaping plans in compliance with Chapter 107, Landscaping and Buffering, in the City of Panama City Unified Land Development Code shall be provided prior to the issuance of a Certificate of Acceptance. Approved landscaping shall be provided on site prior to the issuance of a Certificate of Acceptance.
- **Expiration.** The applicant shall have one year from the date of issuance of the Development Order to begin construction of the project pursuant to Sec. 102-35, ULDC. Unless otherwise specified, the Development Order shall remain effective for a period of 12 months from the date of issuance. Extensions may be granted by the Development Services Department under specific circumstances.

- **Water and Sewer Fees.** Effective September 1, 2023, 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. For questions regarding water and sewer fee calculations, please contact Sinem Yuncuoglu in the Underground Utilities Division at sinem@panamacity.gov or 850-691-4557.
- **Environmental Controls.** The applicant shall provide specifications for a gravity grease interceptor if development will in any way be discharging petroleum or organic grease laden water into the City of Panama City Sanitary Sewer System. A letter of approval from the Environmental Compliance Division shall be obtained prior to purchase and installation of grease control equipment. Submittals and sizing calculations are required to be emailed to FOG@panamacity.gov, AYuncuoglu@panamacity.gov, and hmaedke@panamacity.gov. Upon installation, all grease interceptors shall pass inspection prior to issuance of a Certificate of Acceptance. To book an inspection please email FOG@panamacity.gov or call (850) 381-4119. Reduced Pressure Zone (RPZ) backflow preventors shall be installed on all commercial water service connections and passing backflow test reports must be received prior to issuance of a Certificate of Acceptance (CA), including temporary hydrant meters. Backflow test reports are required to be submitted online at the following link: [https://pcgov.seamlessdocs.com/f/Backflow Test Report Form2](https://pcgov.seamlessdocs.com/f/Backflow%20Test%20Report%20Form2). The Environmental Compliance Division shall monitor construction sites to ensure compliance with National Pollutant Discharge Elimination System (NPDES) regulations and may ask for updates to a project's Stormwater Pollution Prevention Plan (SWPPP) at any time during construction if sediment controls are not adequate. Failure to maintain the site properly will result in a Stop Work Order. Environmental Compliance can be contacted by phone at (850) 628-5289.
- **Water & Sewer Connections.** The City of Panama City Underground Utilities Division shall confirm the presence of an approved backflow prevention device and that the device has been adequately tested, prior to final inspection and acceptance of the development. Underground Utilities shall be notified of all connections/taps into the city water main or sewer main at least 72 hours in advance and require staff to witness these taps. Contact Alexandria Chapple in the Utilities Division by phone at 850-872-3165 or by email at achapple@panamacity.gov.
- **Final Inspection.** Upon completion of the project, the applicant shall notify the Development Services Department and request a final site inspection. If the completed development is in compliance with the approved development order and/or agreement, the Department shall issue a Certificate of Acceptance (C.A.). The applicant must obtain a C.A. from the Department prior to receiving a Certificate of Occupancy.
- **ADA Compliance.** Engineer of record shall verify all handicapped parking spaces, ramps, and walkways comply with ADA requirements prior to final inspection and issuance of the Certificate of Acceptance by the city.