

Frequently Asked Questions

When is a building permit needed?

A building permit is needed to construct, enlarge, alter, repair, move or demolish a building or structure.

Where and how do I apply for a building permit?

The Builders Services Division is located at 840 West 11th Street, Panama City, Florida, 32401. Our hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday. Checklists showing the items required to be submitted for a permit are available under our Online Forms.

How long will it take to get a permit?

A complete submittal for a residential permit may take up to seven days for plan review and permitting. Commercial projects may take fourteen days or longer depending upon the complexity.

How long is a building permit valid?

Typically, as long as work is being performed on the project, the permit is valid. It is required to obtain a valid inspection to verify ongoing construction. If 180 days elapse without an approved inspection, your permit expires.

How much does a building permit cost?

The cost will depend on the intended use, size and type of construction of the building. A building permit for a typical 2,500 square foot site-built, single-family dwelling, including state surcharges would be approximately \$900.00. Sub-permits are sold separately and impact fees may apply also. More information on permit fees can be found on line under [Fees and costs](#).

How do I request an inspection?

Inspection requests may be called 24 hours a day, 7 days a week. Inspection requests called in after 4:30 p.m. will be made the following workday.

I plan to purchase or build a house. Can you tell me if it is in a flood zone?

Planning & Zoning provides flood zone information for unincorporated Bay County. You may contact our Planning & Zoning Department at 850-248-8250.

Where can I view the Florida Building Code?

The Florida Building Code can be viewed at: <http://www.floridabuilding.org/c/default.aspx>

Will I need a fire review and who does it?

For other than one and two family dwellings, a fire review is generally required for all new buildings, alterations and modifications to means of egress, and a change of occupancy or use. Fire reviews are routed for fire review through the building department. The Florida Fire Prevention Code can be viewed at: [Florida Division of State Fire Marshal](#)

What is the wind speed for Bay County?

There are three wind speed maps for Bay County. The map you use depends on the risk category of the structure you are building according to section 1609.3 of the Florida Building Code. Most structures will be classified as Risk Category II. Please see the wind speed maps in our forms and documents section or click [here](#). The Applied Technology Council has a website that will provide site specific design wind speed by location. The ATC website can be found by clicking [here](#).