



City of

Panama City Beach

PCB Utilities Dept.
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PCB, Florida 32413
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REVENUE CERTIFICATE APPROVAL PROCESS

Prior to Initiation of Any Construction Contracts and Incurring Any Costs Proposed for a Revenue Certificate:

1. City staff must review and approve the proposed project plans and specifications and issue a Utility Permit for the work.
2. City staff must review and agree upon the portion of the construction contract amount and any associated engineering fees that qualify for a revenue certificate.
3. All construction must be performed by a properly licensed contractor for the work involved.

Upon Construction Completion:

1. Developer must secure and provide the required Release for Service from the Florida Department of Environmental Protection of any utilities to be included in the revenue certificate.
2. Developer must secure and provide documentation of approval of any disturbed rights-of-way from the right-of-way authority (i.e., Bay County, Florida Department of Transportation or City of Panama City Beach Public Works).
3. The constructed project must be approved by the City of Panama City Beach Utilities Department.
4. Developer must secure and provide release of lien documentation from all contractors, subcontractors and suppliers associated with the utility construction contract.
5. Developer shall provide record drawings prepared in accordance with the City Standards for As Built Drawings.
6. Developer shall provide recorded easements for properties required for the project. Prior to recording, the easements must be approved by City staff and City attorney regarding extent and form.
7. The developer must execute a bill of sale transferring the constructed utility extension to the City of Panama City Beach. Once approved by the Utilities Department the revenue certificate is prepared and provided to the City Council along with a recommendation for approval. If approved, reimbursement checks can be issued in accordance with the ordinance provisions.

Mayor
Mark Sheldon

Vice Mayor
Geoff McConnell

Ward 1
Paul Casto

Ward 2
Phil Chester

Ward 4
Michael Jarman

City Manager
Drew Whitman