

# WORK ORDER FORM

## Resident Request

Fax to: 850-233-5116 or email to [jthomas@pcb.gov](mailto:jthomas@pcb.gov)

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### STREET DEPARTMENT

Location: \_\_\_\_\_

#### Examples list below:

- |                                   |                     |              |               |        |
|-----------------------------------|---------------------|--------------|---------------|--------|
| Street Sign                       | Misc. Signage       | Dead Animal  | Brush Cutting | Mowing |
| Lighting (bulb replacement, etc.) | Traffic Signal      | Hazard Spill | Potholes      |        |
| Limb Removal                      | Road Debris Removal | Sidewalk     |               |        |

Repair Request: \_\_\_\_\_

Condition(s) Needing Repair (Please check item (s) )		Condition(s) Needing Repair (Please check item (s) )	
Broken Glass & Trash		Approach ways	
Hanging Limb & Branches		Mowing/ Cleaning	
Signage			
Ground Appearance			

Comments: \_\_\_\_\_

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### To Be Completed by Panama City Beach Street Dept.

Employee Assigned: \_\_\_\_\_ Date: \_\_\_\_\_ Completed: \_\_\_\_\_

Employee Sign Off: \_\_\_\_\_

Employee/Supervisor Comments: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_