



# Mechanical Permit Application

City of Webster Groves  
 Department of Planning and Development  
 314/963-5300

|                   |                          |                 |
|-------------------|--------------------------|-----------------|
| Issue Date: _____ | <b>FOR CITY USE ONLY</b> | Permit #: _____ |
|-------------------|--------------------------|-----------------|

**CHECK ALL THAT APPLY:**     Residential                       Repair                       Replacement

Project Address: \_\_\_\_\_  
 Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address (if different from above): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Describe Project: \_\_\_\_\_

| MECHANICAL ITEM                                     | Size | Units | Unit Cost | Fee |
|---|------|-------|-----------|-----|
| Air Handler   |      |       | 30.00     |     |
| Air conditioning: Direct replace only – No ductwork |      |       |           |     |
| Up 300 tons, under 15,000 cfm                       |      |       | 36.00     |     |
| From 301 to 1,000 tons; 15,000 to 40,000 cfm        |      |       | 48.00     |     |
| Over 1,000 tons; over 40,000 cfm                    |      |       | 59.00     |     |
| Boiler*   |      |       | 59.00     |     |
| Water Heater*                                       |      |       | 30.00     |     |
| Furnace(s)* Direct replace only – No ductwork       |      |       | 6.00      |     |
| Other   |      |       |           |     |
| <b>Total Mechanical Fees    OR</b>                  |      |       |           |     |
| <b>Minimum Permit Fee – No Plan Review</b>          |      |       | 35.00     |     |
| Mechanical Inspections Required:                    |      |       | 30.00     |     |
| <b>TOTAL MECHANICAL COSTS:</b>                      |      |       |           |     |

**I hereby certify that all information provided in this application is accurate and that all construction will be performed in accordance with the mechanical zoning codes of the City of Webster Groves.**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State and Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

email: \_\_\_\_\_

**Step 1:** Submit signed permit application to Customer Service. The application can be emailed to [citymail@webstergroves.org](mailto:citymail@webstergroves.org) or faxed to 314-963-2053.

**Step 2:** When the permit has been processed, a link for payment will be emailed to you.

For City Use Only

Total Permit Fee: \_\_\_\_\_ Pmt: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Date: \_\_\_\_\_