



# CITY OF ST. MARYS, GEORGIA

## Mechanical Permit Packet

Community Development Department  
418 Osborne Street - (912) 510-4032

Please take care to insure that the information for each checkbox below is sufficiently provided. The City of St. Mary's does not accept incomplete applications.

Completed Application

Mechanical Plan

Each contractor's license

Copy of occupational tax licenses (i.e business license) for each contractor

Signed contract between applicant and contractor

Please note all information contained in this packet may not be applicable to your project. Should you have any questions, please contact Community Development at 912-510-4032 or [planneroftheday@stmarysga.gov](mailto:planneroftheday@stmarysga.gov)



# CITY OF ST. MARY'S

## MECHANICAL PERMIT APPLICATION

PERMIT NUMBER \_\_\_\_\_ DATE APPLIED \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

CONTRACTORS NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

STATE LICENSE NUMBER \_\_\_\_\_ EXPIRATION \_\_\_\_\_

COUNTY/CITY OF OCCUPATIONAL TAX LICENSE & NUMBER \_\_\_\_\_

EXPIRATION DATE ON COUNTY/CITY LICENSE \_\_\_\_\_

WRITE A DESCRIPTION OF THE WORK YOU ARE DOING::

\_\_\_\_\_  
\_\_\_\_\_

ACTUAL COST: \_\_\_\_\_

FEE CALCULATED @ 2% OF THE ACTUAL CONTRACT COST (MINIMUM \$50.00) PLUS \$50.00 ADMIN FEE

DRAWINGS ATTACHED: \_\_\_\_\_ NO \_\_\_\_\_ YES

Licensee signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Property Owner's Authorization Letter

I (we): \_\_\_\_\_

Hereby Authorize: \_\_\_\_\_

Representative of: \_\_\_\_\_

To apply for, sign, and pick-up building permits for the following proposed work:

\_\_\_\_\_

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

As property owner(s), I (we) hereby grant permission to the applicant referenced above to apply for, sign, and pick-up the permit for the work as indicated above. All work performed must meet all provisions of The City of St. Mary's Building and Zoning Codes and the Laws of the State of Georgia, as applicable, whether specified or not. Contractors are required to have a Georgia Professional Contractors License.

\_\_\_\_\_  
(Property Owner or Person with Power of Attorney Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)