



FURNACE & A/C UNIT CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS

- Complete a building permit application online by visiting our [Online Permitting Portal](#)
- Copy of contract or proposal.
- Submit a plat of survey clearly identifying the location of any relocated A/C unit
 - The A/C unit must be located at least sixty (60') feet from the front property line and not within a required side yard
- Complete the electrical application signed by the supervising electrician and provide a copy of their license (If applicable)
 - All outdoor outlets that are supplied by single-phase branch circuits rated 150 volts to ground or less, 50 amperes or less, shall have ground fault circuit interrupter protection for personnel.
- If a humidifier is proposed, provide a copy of the plumber's state contractor's license along with a letter of intent
 - Saddle valves are not permitted.
- Provide cuts sheets and specifications on the proposed units
- Must comply with the following codes:
 - 2024 International Residential, Mechanical, & Fuel Gas Code
 - 2021 International Energy Conservation Code w/ Illinois Amendments
 - 2023 National Electrical Code
 - Elk Grove Village Zoning Ordinance

INSPECTIONS:

Inspections are scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

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