



ROOF TOP UNIT CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS

- Complete a building permit application online by visiting our [Online Permitting Portal](#)
- Electrical contractor shall provide a letter of intent and a copy of their electrical license.
 - A GFCI service receptacle must be located within twenty-five (25') feet of the unit(s)
- Roofing contractor shall provide a copy of the state roofing license.
- Provide cuts sheets and specifications on the proposed unit(s).
- All unit(s) require economizers.
- Provide a site plan clearly indicating the location of the unit(s) along with dimensions from the unit to the edge of the roof and from the unit(s) air intake to exhaust outlets on the roof
 - The unit(s) must be located at least ten (10') feet from the roof edge unless a forty-two (42") inch guardrail/parapet is installed
 - The unit(s) air intake shall be located at least ten (10') feet from exhaust duct outlets and twelve (12') feet from plumbing vent outlets
- If an additional unit is proposed:
 - Provide signed and sealed structural reinforcement details from a State of Illinois licensed structural engineer.
 - Provide a gas pipe diagram indicating pressure, pipe size and length and MHB per appliance
- If units are being replaced:
 - Provide existing and new unit weights:
 - If the replacement unit weighs more than the existing unit by 5%, provide signed and sealed structural reinforcement details from a State of Illinois licensed structural engineer
 - Provide existing and new gas demands (MBH):
 - If the replacement gas demand (MBH) is larger than the existing unit by 5%, provide a gas pipe diagram indicating pressure, pipe size and length and MHB per appliance
- If the unit is over 2,000 CFM and supplies more than one area, a separate fire alarm permit shall be submitted for installation of a duct detector and remote testing station
- Exterior duct work shall be insulated with a minimum R12.
- Must comply with the following codes:
 - 2024 International Building, Mechanical, & Fuel Gas Code
 - 2024 International Energy Conservation Code w/ Illinois and EGV Amendments
 - 2026 National Electrical Code

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.

- Electrical
- Mechanical
- Roof reinforcement (if applicable)
- Final