



## **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
  - 2024 International Energy Conservation Code w/ Illinois Amendments
  - 2026 National Electrical Code
  - Elk Grove Village Zoning Ordinance

### **INSPECTIONS:**

Inspections must be scheduled online. Login to your account on the online permitting portal to schedule inspections at least 24 hours ahead of time.

- Final