

Village of South Elgin
Community Development Department

10 N. Water Street
847-741-3894
847-741-3959 FAX

Monday – Friday
8:30 a.m. – 5:00 p.m.
www.southelgin.com

FURNACE & AIR CONDITIONER PERMIT APPLICATION

PROPERTY INFORMATION

Address: _____ **South Elgin, IL 60177**

PROPERTY OWNER INFORMATION

Name: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

CONTRACTOR INFORMATION (If applicable)

Contractor Type: _____

Business Name: _____ Contact Person: _____

Address: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

OTHER CONTACT INFORMATION (If applicable)

Contact Type: _____

Business Name: _____ Contact Person: _____

Email: _____

Phone: (____) _____ - _____ Fax: (____) _____ - _____ Cell: (____) _____ - _____

ADDITIONAL INFORMATION

Estimated Value of Work: _____ Applicant (check): Property Owner Contractor Tenant
 Other: _____

I have read & understand the attached fact sheet. Initial: _____ Date: _____

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: _____ Date: _____

Applicant Name & Title (please print): _____

(OVER – Go to Page 2)

For Office Use Only

Submittal Checklist: Application Complete Detailed Plans Submittal Worksheet

Permit #: _____ Date Received: _____ Received By: _____ PIN: _____

FURNACE & AIR CONDITIONER PERMIT WORKSHEET

DESCRIPTION

Existing

BTU: _____

SEER: _____

Model: _____

Fuel Source: _____

Amount of Combustion Air: _____

Are there changes to the exhaust system? Yes No

Proposed

BTU: _____

SEER: _____

Model: _____

Fuel Source: _____

Amount of Combustion Air: _____

If changes are made to the fuel source, amount of combustion air, and/or the exhaust system provide detailed description of work.

Additional Comments: _____

SUBMITTAL CHECKLIST

Provide a full description of all work including any related repair or alteration work, including the fuel source, size of equipment (including method for determining size of equipment) amount of combustion air and/or exhaust system change detail, as required above.

Village of South Elgin
Furnace & Air Conditioner Permit Fact Sheet



MINIMUM REQUIREMENTS:

1. A permit is required to remove an existing furnace or cooling equipment and/or to install new furnace/ air-conditioner including duct systems. *R105*
2. The 2018 International Energy Conservation code applies to the portion of the system being altered. *M1401.3*
3. Heating and cooling loss/gain calculations must be developed using A.S.H.R.E.A. manual J. 7th. Ed. or current & submitted with plans. *M1401.3*
4. Furnace and air conditioning units must be disposed of properly.
5. The installer is responsible for following manufacturer's specifications.

Requirements listed are general requirements only; additional code requirements may apply to your project. Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.

PERMIT FEE:

1. \$60, which includes the required inspection. Payable when permit is issued.
2. \$75 fee, if a reinspection becomes necessary.

INSPECTION REQUIREMENTS:

1. A final inspection is required immediately upon completion of work. Provide manufacturer's installation guidelines at the time of inspection.

Failure to schedule an inspection will result in penalties.

SUBMITTAL REQUIREMENTS:

1. Complete, sign & date the permit application.
2. Provide a full description of all work including any related repair or alteration work, including the fuel source, size of equipment (including method used to determine size) amount of combustion air and/or exhaust system change detail, as required.

The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.