



## HVAC Permit - Residential

*Permit required for a replacement furnace, boiler, or air conditioning unit or any component excluding humidifiers or evaporator coils. Permit required for all new HVAC systems*

### Application Requirements

Submit the following for review: *please review all requirements prior to submittal*

- Completed [building permit application](#)
- Completed [contractor registration](#) form and all required paperwork
- Permit fee – 1.5% of construction cost, minimum \$100
- Manual J or S – for emergency replacement application should occur by next business day
- Copy of proposal or contract
- Copy of plat of survey indicating local of A/C unit

Do not submit originals. Submitted plat copy should not be reduced or enlarged. Village is able to make copies of any original documents for application purposes.

### Code Requirements

- o All equipment shall be installed according to the manufacture's installation instructions shall be available at time of final inspection.
- o Venting of appliance exhaust shall not terminate under a porch or deck even if this is how the existing exhaust had previously been terminated.
- o No cooling condenser unit shall be located under a deck or porch unless specifically designed and listed for that application.
- o All cooling systems being removed or replaced shall have all refrigerant recovered with proof of recovery submitted to the Building Department, including systems that are to be abandoned.
- o Existing equipment is permitted to be replaced in existing location. New equipment may not be located in the required front, interior side, or corner side yard setbacks.
- o No cooling condensers or ground based mechanical equipment can be located any closer than five feet to the rear lot line and three feet to an interior side lot line.
- o Final inspections are required

Questions or clarification? Contact Building & Inspectional Services, (708) 354-0225 or [building@lagrangepark.org](mailto:building@lagrangepark.org)