

HVAC RESIDENTIAL

(Furnace and/or Air Condition Replacement)

Application Date ____/____/____

APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT

Property & Owner Information		PIN #:	Office Use Only
Who is the applicant? <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	Owner Name:		Permit Date:
Who is the contact person? <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	Property Address:		Permit #:
Phone Number		Lot #:	Cost \$
Subdivision:		Township:	
Estimated Cost of Project:			
Description of Project:			

ELECTRICAL WORK Yes No

Total Service _____ AMPS	No. of Circuits: _____ 2 WIRE _____ 3 WIRE _____ 4 WIRE	Number of Service Outlets: _____ 110V _____ 220V
POWER DEVICES		POWER DEVICES
No.	OUTPUT/LOAD	No. OUTPUT/LOAD
1	2	
		Electrical Work Estimated Cost: \$ _____

MECHANICAL WORK Yes No

Enter the Number of New or Replacement Units			
Forced Air Furnace		Incinerator	Air Handling Unit
Unit Heater		Boiler	Heat Pumps
Gas/Oil Conversion		Coil Unit	Air Cleaner
Space Heater		Window A/C Unit	Kitchen Exhaust Hood
Gravity Furnace		Split System A/C	Hazardous Exhaust System
Solid Fuel Appliance		A/C Compressor	Electric Furnace
Type of Heating Fuel: (Check One) <input type="checkbox"/> Gas (1) <input type="checkbox"/> Oil (2) <input type="checkbox"/> Electric (3) <input type="checkbox"/> Coal (4) <input type="checkbox"/> Wood (5) <input type="checkbox"/> Other(6) _____		Mechanical Work Est. Value: \$ _____	

Provide the scope of work and manufacturer's installation instructions

Contractor Information

If you are using a contractor or sub-contractor, a signed copy of the contract must be included with the application. All contractors and sub-contractors doing work in Romeoville must be registered, insured and bonded with the Village of Romeoville.

General Contractor

Contractor Name			
Contractor Address			
Contractor Phone		Village Registration Number (for office use only)	

Electrical Contractor

Contractor Name			
Contractor Address			
Contractor Phone			

REQUIREMENTS

Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.

		Office Use
<input type="checkbox"/>	• Submit an ACCA approved software manual J (8 th edition) heat gain/loss calculation for sizing the furnace and/or condensing unit (a/c).	
<input type="checkbox"/>	• Submit the manufacturer's installation instructions for the furnace and/ or condensing unit.	
<input type="checkbox"/>	• A service receptacle and a disconnect switch are required to be mounted to the furnace.	
<input type="checkbox"/>	• If a furnace is located within an enclosed room, the door enclosing that room shall be louvered.	
<input type="checkbox"/>	• A programmable thermostat is required. It must be capable of controlling the heating and cooling system on a daily schedule to maintain different temperature set points at different times of the day.	
<input type="checkbox"/>	• A sediment drip leg and shut-off valve shall be provided for the black steel gas pipe to the furnace.	
<input type="checkbox"/>	• If the existing furnaces disconnect and receptacle wiring is non-metallic sheathed cable (Romex), it shall be protected with 1/2" Greenfield.	
<input type="checkbox"/>	• A furnace installed in a basement shall be elevated not less than two (2) inches above the finished floor.	
<input type="checkbox"/>	• A furnace exhaust vent and supply air inlet shall terminate to the exterior and be not less than 24" above grade. When a furnace exhaust vent and supply air inlet is terminated through the roof, that termination clearance shall be not less than 18" above the roof surface.	

Permit & Inspection Requirements

Please read the requirements and place a ✓ in the column to the left to confirm that you understand and agree.

		Office Use
<input type="checkbox"/>	The Building Permit shall be posted in the building's window where it can be seen from the street.	
<input type="checkbox"/>	• All inspections shall be scheduled 72 hours in advance by calling (815)886-7200 or by emailing buildinginspections@romeoville.org . Your permit number shall be provided when inspections are scheduled.	
<input type="checkbox"/>	• Final electrical and mechanical inspections are required.	
<input type="checkbox"/>	• Failure to call for required inspections may result in a "Stop Work Order".	
<input type="checkbox"/>	• Should you fail an inspection, a re-inspection fee shall be paid before continuing work and before scheduling another inspection.	

<input type="checkbox"/>	The project shall start within ninety (90) days from the date the permit is issued and completed within one hundred and eighty (180) days.	
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I hereby declare that I have read and understood this application. The above information and any attachments are correct. I agree, that in consideration of and upon issuance of a building or use permit, that I am allowed to do such work as herewith applied for, and that such premises shall be used only for such purposes as set forth above.

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: _____ Date: _____

This Page for Office Use Only (Approval & Review Status)

Building Department			
Activity	Reviewed by		
Building Review – ELECTRIC	Village of	Building Review – HVAC	

Planning: (if applicable)			
Date Plans Received		Date Plans Approved	
Plans Examiner		Plans Approved By	

Clerical			
Clerical to check on all contractors to make sure that they are current with their license.		Contacted Date:	
Clerical check for outstanding debt:		Person Contacted:	
		Contacted By:	

Notes	
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