



FORM 1.4a

VILLAGE OF NORTHBROOK
Development & Planning Services
1225 Cedar Lane
Northbrook, Illinois 60062
847 664-4050 FAX: 847 272-5068
www.northbrook.il.us

Permit #: _____
Fee: _____

Residential Furnace/AC Replacement

*****INSPECTION IS REQUIRED TO BE SCHEDULED AT TIME OF PERMIT ISSUANCE*****

Property Address _____

Owner _____

E-Mail Address _____ Phone _____ Fax _____

Mechanical Contractor* _____

E-Mail Address _____ Phone _____ Fax _____

Primary Contact * _____

E-Mail Address _____ Phone _____ Fax _____

Description of Work (check one): Replace Furnace Replace AC Condenser

Location of Furnace/Air-Handler: Attic Basement Other _____

* All plan review correspondence shall be sent to the primary contact via email. The primary contact will also be notified once the permit has been approved and is ready for issuance (pick-up).

Applicant Signature

Name (print) _____ Signature _____ Date _____

SUBMITTAL REQUIREMENTS

- Completed application.
- Air conditioning condensing units can be installed in the same location as the existing unit that is being replaced. If the condensing unit is to be relocated, submit plat of survey or accurate drawing showing new location for zoning approval.

INSPECTION REQUIREMENTS

- Once the installation is complete, a final inspection is to be scheduled.
- New circuits, conduits and feeders will need to be installed by a licensed electrician and may require an electrical permit.
- Contractor may be required to open access panels, control panels, electrical breaker / fuse panels, disconnect switches, J-boxes or similar.
- Contractor or owner must be present at time of inspection.
- Please call the Department at **847-664-4050** to schedule an inspection. You will need to provide the address and permit number to schedule the inspection.

EMERGENCY SITUATIONS/PERMIT REQUIREMENT

Upon advanced notice and approval by the Village, an emergency installation (no heat / air conditioning during the respective seasons) is permitted prior to obtaining a permit. **Please call 847/664-4050 to speak to a staff member or leave a voicemail during non-business hours.** A permit must be applied for the next business day. Failure to apply for permit will result in a fine.

Central Furnace/AC Replacement Application

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GENERAL INSTALLATION REQUIREMENTS

- Equipment shall be installed according to manufacturers' instructions and applicable codes.
- Manufacturers' installation manual to be on site.
- Furnaces / air handlers shall be accessible for service, repair and replacement and not less than 30" of working space.
- Furnaces / air handlers shall be equipped with an accessible gas shut off valve and electrical shut off switch.
- Furnaces / air handlers installed in other than unfinished basements or crawl spaces shall be equipped with a secondary condensate drain pipe and/or a flood pan. Flood pans shall be equipped with a condensate drain pipe. Condensate drain pipes shall discharge at an approved location and cannot connect into the plumbing vent stack, stack vent or main vent stack.
- Humidifiers, water lines, water valves, condensate receivers, condensate pipes, traps and related features, freeze protection shall be provided for equipment according to manufacturers' instructions when equipment is located in unconditioned attic spaces or unconditioned crawl spaces.
- Vent connectors shall be secure and maintain proper clearances from combustibles.
- Combustion air provisions shall be provided for furnaces equipped with atmospheric burners and/or draft hoods.
- Existing masonry chimney / flues shall be re-sized as necessary (typically a flue liner) to control flue gas condensation and provide adequate draft for new and/or remaining equipment utilizing the existing chimney.
- Open cold air returns are not permitted within 10 feet of any atmospheric burners and/or draft hoods.
- Sidewall vents must be at least 36" above grade to the outlet of the vent.
- An approved electrical disconnect shall be provided within sight of the condensing unit and readily accessible. If the new condensing unit will block the electrical disconnect, the electrical disconnect will need to be relocated.
- Condensing unit disconnects that are water damaged or have excessively rusted internal parts will need to be replaced.
- Liquid-tight whips must contain an appropriately sized green grounding conductor.
- All wiring / circuits to be appropriately sized and protected by appropriately sized overcurrent devices.
- Circuit breakers must be the same brand as the circuit breaker panel or UL listed classified breaker. If UL classified breakers are used, provide documentation for the breaker and breaker panel.
- Installation shall not create other hazards or overload / damage existing systems and components.
- It is the installers' responsibility to verify that the existing electrical service and circuits are capable of handling the electrical loads.