



COMMUNITY DEVELOPMENT DEPARTMENT

200 E. Wood Street, Palatine, IL 6006
(847) 359-9042 www.palatine.il.us

2026 FURNACE REPLACEMENT HANDOUT



Express permits are exclusively available online at our
Citizen Self Service Portal.

Please visit the link below to register and apply.

<https://Citizen.palatine.il.us>

CONSTRUCTION REQUIREMENTS:

- All equipment must be installed in accordance with manufacturers' installation instructions.
- Furnaces must be accessible for service, repair, and replacement with not less than 30" of working space provided.
- Fuel shut-off valves must be provided at each unit.
- Vent connectors must be pitched at least 1/4 inch per foot, be securely supported, and joints fastened with sheet metal screws.
- Furnaces installed in confined spaces (provide sketch) must be provided with two openings. One opening must be within 12 inches of the top and one within 12 inches of the bottom space. Each opening must be sized 1 square inch per 1,000 BTU input rating of all appliances installed within the space, but not less than 100 sq. inches.
- A disconnect switch must be mounted within sight of the unit.

INDIVIDUAL CONDOMINIUM UNIT OWNERS:

- Individual condominium unit owners may use this permit for the replacement of their furnace unit provided it services only their unit.
- For buildings with cooling equipment installed inside exterior closets; only equipment designed for that specific application may be used.

CSS SUBMITTAL REQUIREMENTS:

- Upload a copy of signed contract.
- Submit a copy of the complete equipment specification sheets for each item showing approved testing rating/source.
- Clearly indicate if a humidifier is to be installed. If a humidifier is to be installed provide plumbing details for water supply and drainage. Humidifiers in attic spaces must be protected from freezing.
- Permits require a 5-day plan review.
- The permit fee is \$103.00 for each item. The permit is good for 90 days from date of issuance.
- Contractor must be registered and bonded with the Village.

INSPECTIONS:

- Contractor or homeowner to be on site with stamped approved "job copy."
- Schedule the inspection through your CSS account.
- Final inspection when work is completed.
- For condominium unit owners with rooftop mounted equipment, please provide the method of access to the roof for inspection. **NOTE: all roof access must be OSHA compliant.**

EMERGENCY SITUATIONS:

- **This work may be started without a Permit in order to restore heat. However, you must apply for the permit within 1 business day.**

ADDITIONAL INFORMATION

Homeowner Associations (HOA) may have covenants, conditions, and restrictions that are more restrictive than the Village of Palatine's Code of Ordinances. Therefore, it is the responsibility of the homeowner to acquire approval from their HOA for any construction proposed under this building permit. The Village does not require HOA approval prior to issuing a permit.