



COMMUNITY DEVELOPMENT DEPARTMENT

200 East Wood Street • Palatine, IL 60067-5339
Telephone (847) 359-9042
www.palatine.il.us

2026 AC 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:

- ☐ A/C condenser must have properly sized fused disconnect or circuit breaker in accordance with the unit labels.
- ☐ All electric piping on exterior of building to be in rigid pipe except "seal-tight" will be allowed from electric disconnect to condensing unit.
- ☐ 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 A/C unit provided it services only their unit. For condominium unit owners with rooftop A/C please note that all roof access must be OSHA compliant.

ZONING REQUIREMENTS:

- ☐ A compressor or condensing unit for an air conditioning system must be located in either a rear or side yard unless such yards abut a street wherein said unit shall be located elsewhere.
- ☐ In any required side yard or required rear yard compressor or condenser units and heating pump systems for residential air conditioning systems and/or heating systems shall project not more than three (3) feet into the yard.

CSS SUBMITTAL REQUIREMENTS

- ☐ Upload a copy of signed contract.
- ☐ Upload a copy of the complete equipment specification sheets for each item showing approved testing rating/source.
- ☐ Upload a copy of fully dimensioned plat of survey **indicating location of A/C**
- ☐ Rooftop A/C, please upload a copy of an aerial photograph (i.e., Google Earth) indicating location of existing unit to be replaced.
- ☐ Permits may 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.

EMERGENCY SITUATIONS

This work may be started without a Permit in order to restore your air conditioner, provided it is being replaced in the same location; however, you must apply for the permit within 1 business day.

INSPECTIONS

- Contractor or homeowner to be on site with stamped approved "job copy"
- ☐ Schedule the inspection through your CSS account

The following inspections are required:

- Final inspection when work is completed – Inspector will require access to the electrical panel in the house.
- ☐ Provide OSHA compliant rooftop access (if applicable)

ADDITIONAL INFORMATION

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



COMMUNITY DEVELOPMENT DEPARTMENT

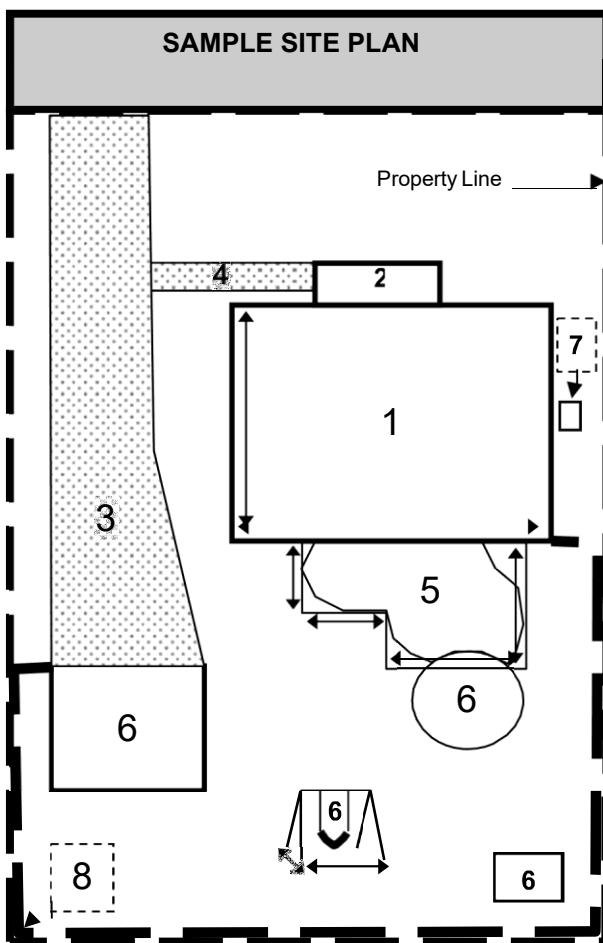
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PLAT OF SURVEY REQUIREMENTS

Submission Requirements for Zoning Review

Review by the Planning and Zoning Department is completed prior to the issuance of a permit. Zoning review checks for compliance of lot coverage and building coverage for all improvements on a parcel. Size, location (setbacks) and height of the proposed construction are also reviewed. In order for Staff to complete the zoning review, a scaled plat of survey shall be submitted with your permit application. On this plat of survey indicate the proposed construction and any additions to the property since the plat was drawn. This must be drawn to scale.

Information for all existing structures shall be included on your Site Plan. If your Plat does not include all of the applicable information, correct any deficiencies by adding any missing structures or paving to the Site Plan. Site Plans and Plats of Survey should be to scale.



Existing Structures:

Please note the dimensions and locations of:

1. Residence, including garage
2. Porches/stoops
3. Driveways - The width at the property line as well as the width at the widest point should be indicated.
4. Sidewalks
5. Patios or Decks - The height of the deck or patio shall be noted as measured from grade
6. Accessory structures, such as
 - Detached garages
 - Pools. Note if the pool is above ground, or in-ground, and any patios/deck surrounding it.
 - Sheds
 - Play equipment
7. A/C Units and Generators
8. Fences

Proposed Construction:

Indicate the location, setbacks from the residence and property line(s), and height.

Helpful Hints:

- A plat of survey notes the property as it existed at the time the survey was drawn. It is acceptable for you to update this plat of survey by drawing to scale any additions to the property since the plat was drawn. In addition to existing information, show the proposed work to scale.

- You can find dimensions of many structures on your property on your Plat of Survey.
- Irregular shaped structures, like patios or playground equipment, may be "boxed" as a simple way to indicate the approximate dimensions.
- Building Coverage is defined as all roofed structures (porches, garages, sheds) and any structure over 16 inches in height from grade (decks, patios, playground equipment, above ground pools).
- Lot Coverage consists of all structures included in the Building Coverage as well as any impervious surfaces (driveways, sidewalks, brick patios, etc.)

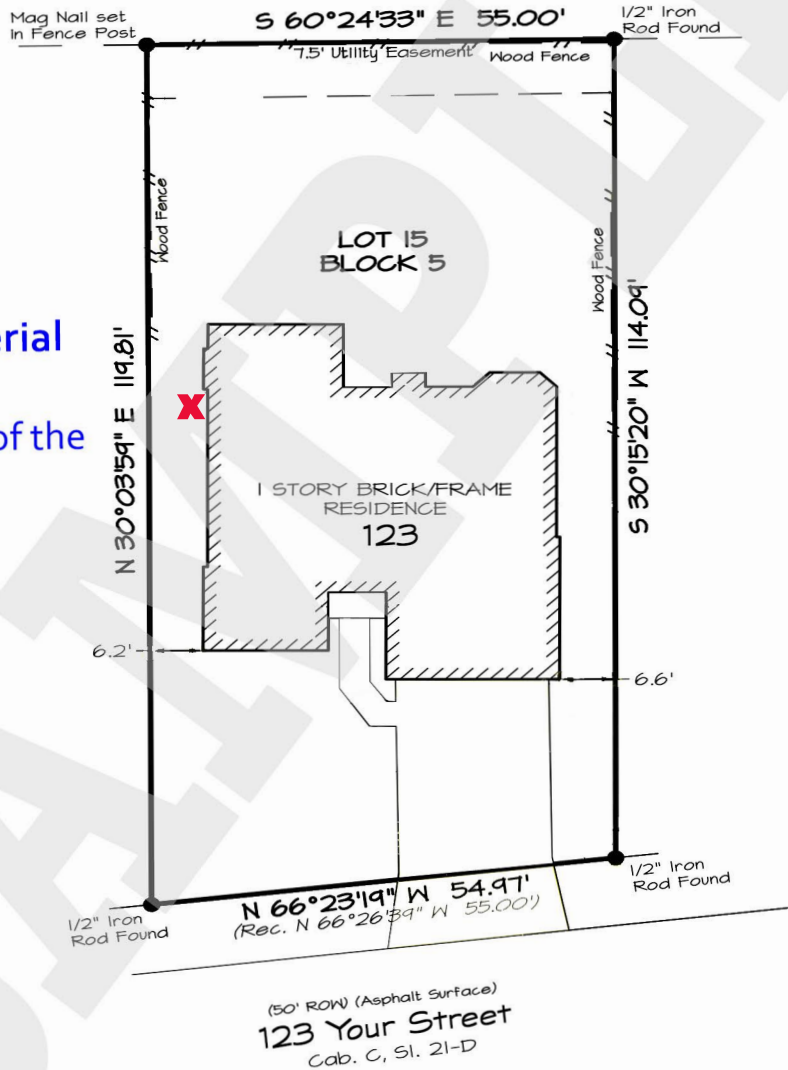
If you have any questions regarding the zoning review submission requirements, please contact the Planning and Zoning Department at (847) 359-9042.

PLAT OF SURVEY

Survey showing LOT FIFTEEN (15), BLOCK FIVE (5), of PAINTER'S CREEK, PHASE IX, an addition in the Village of Palatine, Cook County, Illinois, according to the plat of record in Cabinet C, Slide 21-D, Plat Records of Cook County, Illinois.



On your plat or aerial view:
- mark the location of the new air conditioner



COUNTY SURVEYING, INC.
123 Main St.
Palatine, IL 60067



Survey completed: 08-20-2019
Scale: 1" = 20'
Job No.: 190851
Dwg No.: 190851
Drawn by: SLW
Surveyor: CCL # 4636
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