



BUILDING & INSPECTIONS DIVISION

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

2019 EXPRESS PERMIT APPLICATION FURNACE/AC REPLACEMENT

PRINT CLEARLY. ILLEGIBLE AND/OR INCOMPLETE APPLICATIONS WILL BE RETURNED (this is a two sided application)

Property/Owner Information check if applicant

Project Address:
Owner Name: Day Phone: Eve Phone:
Owner Address: City: State: Zip:
Email Address:

Contractor Information (if applicable) check if applicant

Company Name:
Address: City: State: Zip:
Contact Name: Bus Phone: 24 Hr Phone:
Email Address:

Office Use table with columns for Planning/zoning, Building, and Engineering, including fields for Approved by, Date, Registered, Bond, Fee, and Date Issued.

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 1000 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.
A/C must be properly fused with wire sized in accordance with the manufacturers' installation instructions
All electric piping on exterior of building to be in rigid pipe except "seal-tight" will be allowed from electric disconnect to condensing unit.

INDIVIDUAL CONDOMINIUM UNIT OWNERS:

- Individual condominium unit owners may use this permit for the replacement of their furnace and/or A/C unit provided it services only their unit. For condominium unit owners with rooftop A/C please provide the method of access to the roof for inspection. 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.

SUBMITTAL REQUIREMENTS

- Completed application and copy of signed contract.
Submit two copies 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.
Two copies of fully dimensioned plat of survey and signed plat of survey accuracy affidavit form. (A/C Only)
Rooftop A/C, please provide 3 copies of an aerial photograph (i.e. Google earth) indicating location of existing unit to be replaced.
Furnace only permits can be issued immediately provided all information is correct and contractor is licensed and bonded with the Village of Palatine
A/C Permits may require a 3 day plan review.
The permit fee is \$88.00 for each item. The permit is good for 90 days from date of issuance.
Contractor must be registered and bonded with the Village.

Office Use



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EMERGENCY SITUATIONS

This work may be started without a Permit in order to restore your heat; however you must apply for the permit within 1 business day.

INSPECTIONS

- Contractor or homeowner to be on site with stamped approved "job copy"
- Please call the Building Division at (847) 359-9042 at least 24 hours in advance to schedule an inspection.

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.

Signatures

I hereby certify to the correctness and accuracy of this application and all submitted information and agree to perform the above construction in strict compliance with all provisions of the Village of Palatine code of ordinances. It is my understanding that no error or omission in either the plans or application, whether said plans or application has been approved by the Community Services Department or not, shall permit or relieve the applicant from constructing the work in any other manner than that provided for in the ordinances of the Village relating therein. In addition, I hereby authorize the above listed contractors to perform all work necessary to complete the requirements of this permit. I also understand that the Code Official upon presentation of proper credentials may enter at reasonable times any building, structure or premises in the jurisdiction to perform any duty imposed upon him by such ordinances. Having read this application, the information handout, and fully understanding the intent thereof, I declare that the statements made are true to the best of my knowledge and belief.

PROPERTY OWNERS SIGNATURE REQUIRED ON ALL APPLICATIONS AND CONTRACTS

Owner

Print Name: _____ Signature: _____ Date _____

Check if applicant

Contractor (Only required if applying for permit)

Print Name: _____ Signature: _____ Date _____

Check if applicant



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**2019 PLAT OF SURVEY
AFFIDAVIT/
REQUIREMENTS
1 OF 2**

**PROPERTY OWNER'S AFFIDAVIT OF PRESENT
ACCURACY OF ATTACHED PLAT OF SURVEY**

LEGAL DESCRIPTION: (ATTACHED SURVEY)

I am the owner of record, of the property with the legal description as stated on the attached plat of survey. I hereby affirm that the survey attached hereto is the survey for said property, and that the attached survey accurately depicts the current conditions with all existing improvements to the property as of the date of this affidavit and provides the information as required per the **Submission Requirements for Zoning Review** (see other side).

In addition, I know of no assertion being made by any adjoining owner or by myself against them, as to the location of the property boundary lines or disputes as to occupancy of any portion of my property or their property.

I fully understand that in the event the attached survey does not accurately depict all existing improvements made to the property as of today's date, the Village of Palatine may elect to reject this plan and the permit for which I am applying shall not be approved (or work in progress pursuant to the permit will be stopped) until an accurate survey has been received and approved by the Village of Palatine.

PROPERTY OWNERS SIGNATURE REQUIRED

CERTIFIED BY:

Property Owner Signature: _____

Date: _____

Please Print: _____

Property Address: _____

PIN #: _____

For Office Use Only

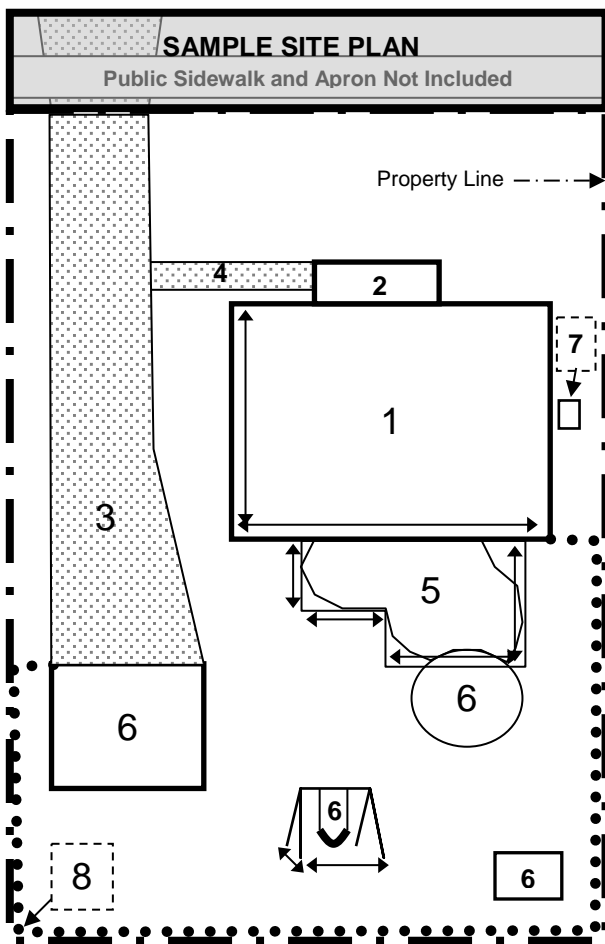
Permit Number: _____

Clerk Initials: _____

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.