



## Miscellaneous: Furnace, Air Conditioning, HVAC/Mechanical Equipment- New or Replacement:

1. Verify and indicate Historic Preservation Status. Historic Preservation Commission approval is required for any scope of work to a building deemed to be historic. For questions please call the Planning Division at (847) 432-0867
2. Permit Submittal Requirements-
  - a. Residential, Multi-family and Commercial- New-
    - i. HVAC/Mechanical permit application, and pending scope of work:
      1. (3) sets of Mechanical drawings (with Design Professional's signature/seal and license expiration date), with sufficient information to convey the scope of work. Mechanical drawings shall include:
        - a. Energy Conservation Code Compliance Statement- certifying scope of work complies with 2018 International Energy Conservation Code as incorporated into the Illinois Energy Conservation Code and how compliance is achieved.
        - b. Site Plan- showing location of ground mounted equipment, complete with dimensions and applicable zoning ordinance setback dimensions clearly noted.
      2. (3) sets of HVAC/Mechanical equipment sizing documentation in accordance with ACCA Manual S or other approved sizing method.
    - ii. (3) copies of current Plat of Survey.
    - iii. Copy of Homeowners Association Approval Letter/Copy of Condominium Association Approval Letter (if applicable).
    - iv. Tree preservation/removal permit application (if required based on scope of work).
      1. (2) copies of Site Plan with tree survey/inventory (indicating size, location and condition of all trees 6" diam. or greater- measured at breast height, within construction zone), and tree preservation fence plan per the Tree Preservation Ordinance. For questions please call the Forestry Section at (847) 926-1179
    - v. Multi-family and Commercial-
      1. Any exterior changes to all buildings and grounds, must be reviewed for approval by the Plan and Design Commission. For questions please call the Planning Division at (847) 432-0867
  - b. Residential- Replacement-
    - i. HVAC/Mechanical permit application.
    - ii. Copy of Homeowners Association Approval Letter/Copy of Condominium Association Approval Letter (if applicable).
  - c. Multi-family and Commercial- Replacement-
    - i. HVAC/Mechanical permit application, and pending scope of work (i.e. replacement of rooftop mounted HVAC/Mechanical equipment):
      1. (3) sets of Mechanical drawings (with Design Professional's signature/seal and license expiration date), with sufficient information to convey the scope of work. Mechanical drawings shall include:
        - a. Energy Conservation Code Compliance Statement- certifying scope of work complies with 2018 International Energy Conservation Code as incorporated into the Illinois Energy Conservation Code and how compliance is achieved.
        - b. A structural framing review by a licensed Design Professional (with Design Professional's signature/seal and license expiration date) may be required based on the scope of work (i.e. rooftop mounted HVAC/Mechanical equipment).
      2. (3) sets of HVAC/Mechanical equipment sizing documentation in accordance with ACCA Manual S or other approved sizing method.
    - ii. Copy of Homeowners Association Approval Letter/Copy of Condominium Association Approval Letter (if applicable).
    - iii. Any exterior changes to all buildings and grounds, must be reviewed for approval by the Plan and Design Commission. For questions please call the Planning Division at (847) 432-0867