



## COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

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*\*Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be placed on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

**HVAC:** (ALL listed are REQUIRED, unless not applicable)

- Building Permit Application, all information needs to be complete.
- Permit Addendum – HVAC signed. (2 pages)
- Contractor's Registration with bond, for those not already **licensed** and **bonded** with the Village.
- Manufacturer's specification sheet on HVAC unit.
- Deposit required, when applicable.

I attest that I have submitted all information as required above regarding the permit applied for at:

\_\_\_\_\_ Glendale Heights, IL 60139

\_\_\_\_\_ Name (Printed)

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



VILLAGE OF GLENDALE HEIGHTS  
 300 Civic Center Plaza  
 Glendale Heights, Illinois 60139  
 Community Development Department  
 (630) 260-6030

**BUILDING PERMIT APPLICATION**  
 (Please Print CLEARLY)

DATE: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_ GLENDALE HEIGHTS, IL 60139  
 APPLICANT NAME: \_\_\_\_\_  
 APPLICANT ADDRESS: \_\_\_\_\_  
 APPLICANT PHONE NUMBER: \_\_\_\_\_  
 APPLICANT EMAIL ADDRESS: \_\_\_\_\_  
 IS THIS A:  SINGLE FAMILY  DUPLEX  TOWNHOUSE  MULTI-FAMILY  
 EST. CONST. COST: \$ \_\_\_\_\_ HOMEOWNERS ASSOC.  YES  NO

**CHECK ONE:**

- |                                      |                                         |                                         |                                   |                                |
|--------------------------------------|-----------------------------------------|-----------------------------------------|-----------------------------------|--------------------------------|
| <input type="checkbox"/> NEW CONST.  | <input type="checkbox"/> ROOFING        | <input type="checkbox"/> PLUMBING       | <input type="checkbox"/> PATIO    | <input type="checkbox"/> FENCE |
| <input type="checkbox"/> ADDITION    | <input type="checkbox"/> SIDING         | <input type="checkbox"/> HVAC           | <input type="checkbox"/> SIDEWALK | <input type="checkbox"/> SHED  |
| <input type="checkbox"/> REMODEL     | <input type="checkbox"/> WINDOWS        | <input type="checkbox"/> ELECTRIC       | <input type="checkbox"/> DRIVEWAY | <input type="checkbox"/> DECK  |
| <input type="checkbox"/> DEMOLITION  | <input type="checkbox"/> DOORS          | <input type="checkbox"/> DRIVEWAY APRON |                                   |                                |
| <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> OTHER PAVEMENT |                                         |                                   |                                |

SCOPE OF WORK/DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*\*ATTACH PLANS, DIAGRAMS, PHOTOS AND ADDITIONAL NARRATIVE AS REQUIRED**

Name	Address	Phone Number
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OWNER: _____	_____	_____
OCCUPANT: _____	_____	_____
ARCHITECT: _____	_____	_____
ENGINEER: _____	_____	_____
GEN. CONT.: _____	_____	_____
PLUMBING: _____	_____	_____
ELECTRIC: _____	_____	_____
OTHER: _____	_____	_____
OTHER: _____	_____	_____

SHEET ATTACHED WITH ADDITIONAL CONTRACTORS

This application must be signed by the Owner of the property or his/her duly authorized agent. UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/ OR PERJURY, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct such improvements in compliance with all regulation of applicable codes of the Village of Glendale Heights. Issuance of the permit herein applied for and approval of all supporting plans and documents in connection therewith shall not be construed to permit any construction on said premises or use thereof in violation of any applicable codes or regulations of the Village of Glendale Heights or to excuse the owner of his/her successors in title from complying therewith. Applicant further agrees to pay the cost incurred by the Village for review of all supporting plans and documents by the Administrative Staff, Village Engineer, Village Attorney, and any outside consultants as may be required to fulfill the provisions of Village Ordinances. This permit may be revoked at any time upon determination that a violation exists.

NAME/TITLE (Print) \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DIR. OF COMM. DEVELOPMENT: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE

Permit No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Permit Expires: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Initial Deposit: \_\_\_\_\_

Construction: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

Site Improvement: \_\_\_\_\_

Sewer Connection: \_\_\_\_\_

Water Connection: \_\_\_\_\_

Water Meter: \_\_\_\_\_

Penalty: \_\_\_\_\_

Building Deposit: \_\_\_\_\_

Engineering Deposit: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Required Deposit: \_\_\_\_\_

**TOTAL FEE:** \_\_\_\_\_



## PERMIT ADDENDUM – HVAC

PERMIT \_\_\_\_\_ DATE \_\_\_\_\_ ADDRESS \_\_\_\_\_

1. All construction work involving replacement of heating and/or cooling equipment shall comply with all applicable codes as adopted and amended by the Village of Glendale Heights.
  - 2006 International Residential Code
  - 2008 National Electric Code
  - 2018 International Energy Conservation Code
  - 2006 International Property Maintenance Code
2. Any increase in the size of the equipment (BTU input, CFM output, electric draw, etc.) must be clearly specified in the work scope prior to issuance of the permit.
3. Alteration of any of the existing materials and equipment identified below (beyond transition material) must be clearly specified in the work scope prior to issuance of the permit.
  - a) Rigid or flexible ductwork, flue venting, combustion air venting, gas piping, refrigerant piping, insulation, and/or electrical work.
  - b) Accessory equipment such as humidifiers, electronic air filters, etc.
4. The following restrictions apply to furnace location:
  - a) No fuel burning equipment (furnace, etc.) shall open directly to any bedroom, bathroom, or toilet room.
  - b) Any fuel burning equipment (furnace, etc.) that is located in a garage shall be protected by the following methods:
    - i. The equipment shall be enclosed by walls that run from floor to ceiling.
    - ii. The doors to the room shall be gasketed on all sides, including the threshold or sweep.
    - iii. The combustion chamber shall be elevated to 18" above the floor.
    - iv. Combustion air shall be provided directly from outdoors.
    - v. No duct openings shall be allowed into the garage area.
  - c) Utility room or closet – Minimum working area shall be 30" wide by full height of equipment, with minimum 24" passage providing access.
  - d) Unconditioned space (attic, crawl space, etc.) – Minimum working area shall be 30" wide x 30" deep by full height of equipment on side where access is required, with minimum 24" wide by maximum 20' long solid floor passageway providing access.
  - e) Working clearances shall be provided and maintained as required by code and the manufacturer's specifications.
5. Vent connectors shall be installed with a slope of not less than ¼" rise per foot run, and be of galvanized steel, single wall, 19 gauge, with a minimum of three sheet metal screws per joint. Direct venting of high efficiency equipment shall be PVC material and comply with manufacturer's instructions.
6. All new or replacement gas piping shall be tested and purged in accordance with 2006 IFGC section 406. Flexible gas piping connectors must be CSST, and cannot penetrate walls.

- 7. Existing HVAC systems that are replaced (in whole or in part) or otherwise modified in any way **shall be equipped with a programmable thermostat.** (IECC R403.1.1)
- 8. Supply and return ducts in attics shall be insulated to a minimum of R-8. Supply and return ducts elsewhere in the building shall be insulated to a minimum of R-6. (IECC R403.3.1)
- 9. Joints and seams of ducts, air handlers, and filter boxes shall be sealed. (IECC R403.2.2)
- 10. For new/replacement installations (where the ducts extend outside of the thermal envelope), duct tightness shall be verified by either of the following:
  - a. Postconstruction test: Total leakage shall be less than or equal to 4 cfm per 100 square feet of conditioned floor area when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the entire system, including the manufacturer’s air handler enclosure. All register boots shall be taped or otherwise sealed during the test.
  - b. Rough-in test: Total leakage shall be less than or equal to 4 cfm per 100 square of conditioned floor area when tested at a pressure differential of 0.1 inches w.g. (25 Pa) across the system, including the manufacturer’s air handler enclosure. All registers shall be taped or otherwise sealed during the test. If the air handler is not installed at the time of the test, total leakage shall be less than or equal to 3 cfm per 100 square feet of conditioned floor area.
- 11. Installation of appliances shall conform to the conditions of their listing and label and the manufacturer’s installation instructions. The manufacturer’s operating and installation instructions shall remain attached to the appliance. (IMC M1307.1)

**Please note the following additional requirements:**

- All contractors must have a current Village of Glendale Heights registration on file. Please visit the Community Development Department at Village Hall to complete the registration process.
- If any changes occur during construction that deviate from the Village approved drawings, the changes must be submitted immediately in writing to the Village of Glendale Heights for review and approval.
- A final inspection is required for all water heater, furnace and/or A/C installations. All inspections involve equipment inside the residence. Someone over the age of 18 must be present.

**I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all of the regulations contained herein.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date