

## AIR CONDITIONERS

### Do I need a permit to install or replace my air conditioner?

- Yes, a permit is required to install or replace an air conditioner. General maintenance, servicing or repair on these units does not require a permit.



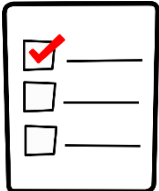
### PERMIT PROCESS

Due to the uniqueness of each installation, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

#### Step 1: Permit Application Submittal

##### Submittal Requirements Checklist

- Completed [Building Permit Application](#)
- All contractors must be registered for the current calendar year with the Village. See [Contractor Registration Application](#).
  - For a new installation or replacement in a new location
    - Two copies of the Plat of Survey showing the new location of the unit(s)
      - Plat of Survey should be clean and legible
      - Show the proposed location of the AC unit in the rear or interior side yard
  - If the replacement unit is being installed in the exact same location as the existing unit, no Plat of Survey is required. (Exception: No replacement unit will be allowed in an easement.)
  - Copy of the specification manual for new air conditioner unit
  - Permit payment



#### Step 2: Processing and Plan Review

##### Review Period

- Air Conditioner Permits are generally issued over the counter when all required information is provided and contractor is registered.
- A change in location or new installation will require further review and may not be available over the counter.

#### Step 3: Permit Issuance

##### Permit Fee

- The permit fee for a standard Air Conditioner Permit is a flat \$65 per unit.
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.



##### Approved Plans

- Approved plans will be given to the applicant at time of issuance if the unit is in a new location.

## Step 4: During Construction

### General Information

- The permit card must be posted at the property in plain view from the street and remain until all inspections have been approved.
- Approved plans must be kept on site and be available at inspections for units installed in a new location.
- Construction is permitted on weekdays between 7 a.m. and 7 p.m. and on weekends between 8 a.m. and 7 p.m. (See the [Village's Municipal Code, Section 9.38.037](#))
- No materials or dumpsters are to be stored on the street or in the parkway.
- Any changes to approved plans, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- Permit is invalid if work is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.



## Step 5: Inspections

### Required Inspections

- Final inspection
  - Once the work has been completed, call the *Building Department* at (847) 459-2530 to schedule the final inspection. A *minimum of 48 hours' notice* is required for all inspections.
  - A final inspection is required within 30 days of the installation date. No air conditioner inspections shall occur between December 1<sup>st</sup> and April 1<sup>st</sup>.
  - The installation/specification manual shall be on site and readily available for the inspector at the time of the inspection.



## CONSTRUCTION REQUIREMENTS AND SPECIFICATIONS

Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.

- The air conditioner shall be properly sized for the residence.
- New central air conditioning units shall be located in the interior side or rear yards only. In no case shall the unit be located on any easement.
- Replacement central air conditioning units may be permitted in the same locations as the previous unit. The replacement unit shall not encroach further into the required yard than the previous unit and in no case shall it be located on any easement.
- If the AC unit is being moved or installed in a new location, an electrical contractor is required. An electrical contractor is not required for replacing the disconnect switch or the metal sealite flexible conduit.
- Equipment and appliances supported on the ground shall be level, on a concrete slab or other approved material extending not less than 3 inches above the surrounding ground.
- The electrical breaker size shall be as specified on the label and listing plate found on the AC unit. An electrical disconnect switch shall be provided near the AC unit. Surge protectors shall NOT be installed on the AC unit or the disconnect switch.
- AC units on rooftops must be clearly labeled.

## MORE INFORMATION



- More details and requirements can be found in the Village's Zoning Ordinance in [Section 17.20.030](#) as well as the manufacturer's instruction manual.
- Call the *Building Department* at (847) 459-2530 with any questions.
- All forms and applications can be found at [www.vbg.org/bzdownloads](http://www.vbg.org/bzdownloads).