



## FURNACES

### ***Do I need a permit to install or replace my furnace?***

- Yes, a permit is required to install or replace a furnace. General maintenance, servicing or repair on these units does not require a permit.
- If replacement is required in an emergency situation (after hours or on the weekend) and it is impossible to secure the permit prior to the work, the permit must be applied for on the next business day.



## 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](#).
- Specification manual for new furnace
- Permit payment

### **Step 2: Processing and Plan Review**

#### **Review Period**

- Furnace Permits are generally issued over the counter when all required information is provided and contractor is registered.
- A new installation or mechanical modifications will require further review and may not be available over the counter.

### **Step 3: Permit Issuance**

#### **Permit Fee**

- The permit fee for a standard Furnace 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.



## 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.
- 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](#))
  - 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.
  - The installation/specification manual shall be on site and readily available for the inspector at the time of the inspection.
  - High efficiency furnaces require the installer to be present at the time of 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 furnace shall be properly sized for the residence. The electrical breaker size shall be as specified on the label and listing plate found on the furnace.
- Exterior air intake and venting of high efficiency furnaces shall be in accordance with the manufacturer's installation manual.
- All vent and/or combustion air piping shall be pitched and supported correctly and in accordance with the mechanical code or the manufacturer's installation manual.
- A fuel gas shut off valve not less than the nominal size of the connector shall be installed ahead of the connector.

## MORE INFORMATION



- More details and requirements can be found in the *2018 International Mechanical Code* and in 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).