



Application for HVAC Permit

4000 North Olcott Avenue

Norridge, Illinois 60706

Phone: 708.453.0311 ■ Fax: 708.453.1971

buildingdepartment@villageofnorridge.com

Property Owner Information (please print)

First Name/Business Name		Last Name	
Property Address		Unit #	
Home/Business Phone	Cell Phone	Other (email, fax, etc.)	
Owner (if different)	Address	City, State, Zip	
Owner Phone	PIN	24 Hour Emergency Number	

Project Information

<u>Heating</u>	<u>A/C</u>	<u>Duct</u>
<input type="checkbox"/> New (*)	<input type="checkbox"/> New (*)	<input type="checkbox"/> Supplies
<input type="checkbox"/> Replacement (+)	<input type="checkbox"/> Replacement (+)	<input type="checkbox"/> Returns
<input type="checkbox"/> Boiler	<input type="checkbox"/> Central	
<input type="checkbox"/> Forced Air	<input type="checkbox"/> Window Unit	
<input type="checkbox"/> High Eff.		

* Requires Electrical permit and inspection +Requires electrical inspection

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Contractor Information (please print)

Company Name		
Street Address		
City	State	Zip
Business Phone	Business Fax	Other (cell, email, etc.)

Contracts are required on all types of projects along with manufacturer installation specification sheets on high efficiency units.

Office Use Only

Received By	Date Received
Approved By	Date Approved
Permit Number	Date Issued

Applicant Signature

Print Name

Date



BUILDING DEPARTMENT

Village of Norridge • 4000 N. Olcott Ave. • Norridge, IL 60706 • P 708.453.0311 • F 708.453.1971 • buildingdepartment@villageofnorridge.com

BUILDING DEPARTMENT FOR YOUR SAFETY

INSPECTIONS: It is the responsibility of either the contractor or the homeowner to obtain all required trade inspections. Appointments are to be made not less than 24 hours prior to the inspection date and time requested. All exposed construction materials, during the course of the project, will be brought up to applicable code requirements. Additional trade permits may need to be applied for once any existing violation is discovered. A “*rough inspection*” is required before all permitted work is either closed over or covered over for all trade codes involved in the project. A “*final inspection*” is required upon completion of all permitted work prior to the expiration of the permit. All inspection reports must be available to the inspectors on the job site. All work must be visible to the inspector.

If the permit expires prior to the final inspection it must be renewed and additional fees will be required.

Permission is granted for Village of Norridge Building Inspector to enter the property for observation of a permitted project or verification of application for permit. This inspection can be by either appointment or by absence of property owner or principle agent contracted to perform trade work as stated on permit.

Building Codes Enacted by the Village of Norridge

International Building Code 2009	International Energy Conservation Code 2015
National Electric Code 2005	International Property Maintenance Code 2009
Illinois Plumbing Code 2014	International Fire Code 2009
Illinois Accessibility Code 1997	International Urban-Wildland Code 2009
International Mechanical Code 2009	International Residential Code 2009
International Fuel Gas Code 2009	Village Amendments

Failure to obtain a “rough inspection” may result in the inspector requiring removal of any building materials or fill to observe workmanship and code requirements. Failure to obtain a “final inspection” prior to the expiration of the permit will result in penalties and fines. By signing Building Department forms, I certify the information on this application is correct and complete.

Acknowledgement of requirements listed above:

Contractor/Home Owner Signature

Date

Print Name

Company Name

Authorized Building Department Agent

VILLAGE REQUIREMENTS FOR THE INSTALLATION OF FURNACES, HOT WATER HEATERS, FIREPLACES AND AIR CONDITIONERS

FLUE LINING:

All chimneys must be lined. The lining materials shall be appropriate for the type of appliance connected, according to the terms of the appliance connected, according to the terms of the appliance listing and manufacturer's instructions.

VENTING:

All venting for furnaces, hot water heaters and fireplaces must be directed through the structure to the front or rear of the home or up through the roof or chimney. All venting must comply with the Norridge building codes and manufacturer's instructions.

Venting shall include mechanical draft venting systems and direct vent systems for furnaces, hot water heaters and fireplaces.

AIR CONDITIONING COMPRESSORS AND GENERATORS:

Compressors and generators shall not be installed in a front yard, side yard and outside the side setbacks extended into the rear yard.

Sign Name

Print Name

Date

POSITION HVAC COPRESSOR OR GENERATOR BELOW

VILLAGE OF NORRIDGE DOES NOT ALLOW POSITIONING IN SIDE YARDS ON EITHER NEW INSTALLATION OR REPLACEMNT. FAILURE TO COMPYL WILL RESULT IN AN UNAPPROVED FINAL INSPAECION REPORT.

