



Village of Westchester

10300 West Roosevelt Road, Westchester, IL 60154
Phone: (708) 345-0199 • Email: Building@westchester-il.gov

Date Received

APPLICATION FOR COMMERCIAL HVAC PERMIT

Date: _____ Site Address: _____

Name of Property Owner: _____	Phone: _____
Address: _____	Email: _____
Name of Tenant/Business: _____	Phone: _____
Email: _____	
General Contractor: _____	Phone: _____
Contractor Address: _____	Email: _____
Description of work: _____	Cost: _____

DESCRIPTION OF WORK

Replacement of: ☐ Furnace ☐ Air Conditioner ☐ Boiler

Permit Fees:

Furnace installations per unit up to 250M BTU:	\$175
Furnace installations per unit between 250M & 400M BTU:	\$200
Furnace installations per unit over 400M BTU:	\$250
Air Conditioner per unit up to 3 tons:	\$175
Boiler:	\$300

Inspection Fee: One inspection included. Any other inspections require a \$100 payment.

No error or omission in either the plans or application, whether said plans or application have been approved by the Building Commissioner or not, shall permit to relieve the applicant from constructing the work in any other manner than that provided for in the Ordinance of this Village relating thereto. The Applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name: _____

Application Requirements:

- Application Form: Fill out a copy of this application form.
- Provide a signed contract with detail scope of work (all vendors must be registered prior to permit release)
- Energy Efficiency Rating of Device
- Provide manufacture spec sheet for device

Code Specifications:

- **Furnace:** Combustion air source & size shall be provided.
- **Air Conditioning:** Disconnect must be a minimum of 24 inches above ground.
- **Location:** Remote compressor-condenser unit must be at least 15 feet away from adjacent residence.

INSPECTIONS: You must contact the Building Department (708-345-0199) and schedule the necessary inspections.

- A final inspection is required.