



Village of Mount Prospect

Community Development Department – Building Division

50 South Emerson Street, Mount Prospect, IL 60056

building@mountprospect.org

Phone: 847/870-5675 Fax: 847/870-6620

HVAC Supplement

PERMIT SUBMITTAL REQUIREMENTS

A permit is required for the installation of a central air conditioning unit.

* No permit is required for the installation of a window unit.

- One (2) copy of the plat of survey, showing the location of the condensing unit or sign the worksheet below and indicate location of condensing unit.
- In addition to permit fees, a \$125.00 for bond deposit will be charged.
- All electrical work must be done by a Village of Mount Prospect Licensed Electrician. If the homeowner can provide verification of adequate knowledge and experience, they may perform the electrical installation.
- In no instance, can the condensing unit be positioned so as to direct any exhaust air directly at or upon any building, or cause damage to any vegetation upon an adjoining lot.
- The location of the condensing unit must be approved by the Village of Mount Prospect before the permit can be issued.
- The condensing unit must be located at the rear of the house. Exceptions granted only upon written request and written approval from the Building Commissioner.
- A final inspection is required.**

