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.

☐ Two (2) copies of the plat of survey, showing the location of the condensing unit or sign the worksheet below and indicate location of condensing unit.

☐ 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 Director of Building & Inspection Services.

☐ A final inspection is required.

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Property Owner’s Signature