



Furnaces & Air Conditioners

Permit Requirements

Complete permit application, online or in-person

Submit a signed agreement or estimate between applicant and contractor detailing the scope of work and list of all materials that will be used for the construction.

For AC unit replacement, provide a Plats of Survey and/or an aerial photo showing the proposed air conditioner location in respect to the public way and house structure.

Provide a written description of the scope of the work including the total cost of the job. Clearly indicate what work is being replaced, what work is new, and what work is existing unchanged. The scope of work summary shall include the following information:

- Any new or replacement equipment to be installed (including furnace, condenser, cooling coils, humidifier, air filter, etc.)
- Any changes to flue venting, combustion air venting, ductwork, gas piping, refrigerant piping, drain piping, and/or electrical work, as well as the materials to be used, and a single line drawing of how it will be run.
- Where the furnace is located (closet, crawl space, basement, garage, etc.) and the dimensions of the working clearances and access as required by code and the manufacturers specifications.

Provide an installation manual and cut sheets for the new equipment showing the size and specification of unit and its energy efficiency rating. Comply with the current adopted IECC, International Energy Code requirements and programmable type thermostat.

Contractors are required to be registered and bonded with the village.

Construction Requirements

All work shall comply with all applicable codes as adopted and amended by the Village of Hanover Park.

To reduce noise and ensure proper maintenance, Village ordinances restrict central air conditioners to the following locations:

- An air conditioner compressor must be a minimum of 24 feet from the front, rear, or corner side property line, and 6 feet from interior side property line.
- An air conditioner compressor must be screened from view from the street by using Evergreen shrubs which provide the most effective screens.

- Plantings should be placed a minimum of 30 to 48 inches from the air conditioner to allow sufficient room for the plantings to mature.
- Plantings installed closer than 30 inches will require more trimming and maintenance.
- Consult a local nursery for recommendations on specific plants.

The energy rating of the unit shall be in compliance with the current adopted IECC (International Energy Conservation Code).

For humidifiers, provide a “tee” and shut off valve. Saddle valves are not permitted.

Existing HVAC systems that are replaced (in whole or in part) or otherwise modified in any way shall be equipped with a programmable thermostat.

Installation of appliances shall conform to the conditions of their listing and label and the manufacturer's installation instructions. The manufacturer's operating and installation instructions shall remain attached to or near the appliance.

Verify the minimum and maximum breaker amperage range on the AC unit, and confirm that its circuit breaker is sized accordingly at the electrical panel.

Ductwork shall be supported per SMACNA requirements. New ductwork seams, connections and joints shall be sealed by an approved method.

No E.M.T. conduit is to be used outdoors, unless treated as per the National Electric Code. IMC and heavy wall are preferred materials.

Provide interconnected carbon monoxide detector(s) outside of each separate sleeping area.

Inspections

An inspection is required once installation of the air conditioner is completed. The Inspector will verify that the air conditioner compressor is labeled with the following information:

- A NAMEPLATE indicating the manufacturer, phase, voltage, frequency, and required electrical specifications. For buildings with multiple tenants mark the address on the unit.
- A TESTING LABORATORY LABEL indicating that the unit has been tested and approved by a qualified electrical testing laboratory, such as Underwriter's Laboratory.

The Inspector will verify that the unit has been installed in compliance with the requirements on the nameplate and/or label. The Inspector must enter the home to inspect the service panel; therefore, the homeowner must be present for the inspection.

To request an inspection, contact the Fire Department's Inspectional Services Division at 630-823-5860 at least twenty-four (24) hours in advance.