



VILLAGE OF LINCOLNWOOD

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Furnaces, Air Conditioners & Water Heaters Handout

A permit is required to install or replace any furnace, air conditioner or water heater. General maintenance, servicing or repair on these units does not require a permit. These permits, for residential use, can generally be issued within twenty-four (24) to forty-eight (48) hours if all the appropriate information is on the permit application and corresponding information is provided.

An application must be submitted through our online portal at lincolnwood.onlana.com (you can also access the portal by scanning QR code above). You will need to apply an “Mechanical” permit and will need to include the following information:

The online permit application will require the following information:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- Plumbing, mechanical and electrical sections of the permit must be filled out entirely if applicable
- Type of furnace, air conditioner or water heater along with detailed enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)

Per Village of Lincolnwood ordinance for Site Management chapter 14.15.10(M) Permissible hours of construction:

Monday through Friday: 7:00 am to 6:00 pm

Saturday: 7:00 am to Noon

Sunday: Construction prohibited

Furnaces:

- The mechanical contractor must be licensed with the Village prior to issuing a permit.
- Is this a standard furnace or a high efficiency furnace?
- If this is a high efficiency furnace, the installation manual must be on site and readily available for the inspector at the time of the inspection.
- Exterior air intake and venting of high efficiency furnaces shall be in accordance with the manufacturer’s installation manual.
- All vent and/or combustion air piping shall be pitched and supported correctly and in accordance with the mechanical code or the manufacturer’s installation manual.
- The furnace shall be properly sized for the residence.
- A fuel gas shut off valve not less than the nominal size of the connector shall be installed ahead of the connector.
- The electrical breaker size shall be as specified on the label and listing plate found on the furnace.

Water Heaters:

- The plumbing contractor must be licensed with the Village prior to issuing a permit.
- The installation/specification manual shall be on site and readily available for the inspector at the time of the inspection.
- The electrical breaker size shall be as specified on the label and listing plate found on the water heater.
- A full port shutoff valve shall be located on the cold-water side.

- A fuel gas shut off valve not less than the nominal size of the connector shall be installed ahead of the connector.
- The temperature/pressure relief valve (TPR) discharge pipe shall be constructed of an approved material such as copper, CPVC, polypropylene, galvanized or stainless steel and terminate no higher than six (6) inches from the floor.
- If the water heater is to be installed in a garage, it shall be installed a minimum of eighteen (18) inches above the floor and be protected from possible vehicular damage. Show this information on a floor plan.

Air Conditioners:

- Upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) indicating the location of the AC unit. The AC unit can only be installed in the rear yard of the subject property and must be a minimum of three (3) feet from the side property lot line.
- In no case shall an AC unit be located on any easement.
- Air conditioners located on rooftops may, in lieu of a plat of survey, may include two copies of a Google Earth image that identifies the unit(s) being replaced. (This does not apply for single family residential)
- The mechanical contractor must be licensed with the Village prior to issuing a permit.
- If the AC unit is being moved or installed in a new location, an electrical contractor must be registered with the Village prior to issuing a permit.
- The installation/specification manual shall be on site and readily available for the inspector at the time of the inspection.
- The electrical breaker size shall be as specified on the label and listing plate found on the AC unit.
- An electrical disconnect switch shall be provided near the AC unit.
- Equipment and appliances supported on the ground shall be level, on a concrete slab or other approved material extending not less than three (3) inches above the surrounding ground.
- Surge protectors shall **NOT** be installed on the AC unit or the disconnect switch.
- The air conditioner shall be properly sized for the residence.

An AC unit inspection is required to be scheduled within 30 days of the installation date. No AC unit inspections shall occur between December 1st and April 1st.