



Heating, Ventilation & Air Conditioning Guidelines



Residential Only

Applicable Codes

City of Prospect Heights Municipal Ordinance (<http://www.prospect-heights.il.us/>)

International Residential Code (www.iccsafe.org)

International Mechanical Code (www.iccsafe.org)

National Electric Code (www.nfpa.org)

International Fuel Gas Code (www.iccsafe.org)

State of Illinois Energy Code- International Energy Code (www.iccsafe.org)

State of Illinois Plumbing Code (www.idph.state.il.us/)

Inspections

*Inspections are scheduled for A.M. or P.M. Monday through Friday with 24 hours advance notice at 847-398-6070 x 211. Call before 5:00 P.M. the day before you want your inspection.

*Final inspection is required.

Department of Building & Zoning

**8 North Elmhurst Road,
Prospect Heights Illinois,
60070-6070**

**Office: 847/398-6070 x 211
Fax: 847/590-1854**

<http://www.prospect-heights.il.us/>

What to Submit

- *Completed application.
- *Plat of plats survey (3 copies)
- *Manufacture's installation instructions
- *Contractors Contract Proposal (3 copies)
- *Provide three (3) copies of a site plan showing the proposed exact location of the new exterior unit and setbacks to other structures and property lines (if applicable)
- *Confirm clarify in writing that this proposed structure is NOT in a floodplain, easement or

Rules & Restrictions

- *Appliances shall be installed per manufacture's installation instructions
- *It is understood that there is no proposed structural alternations
- *Clearances: Proper clearances are required around the unit. Three feet shall be provided in front of the unit to gain access for maintenance
- *Flue: Shall be properly sized, connected, secured and pitched
- *Exhausts: Shall be ten feet from openable windows and fresh air intakes
- *Gas Piping: Shall have a shut off within 5' of the unit
- *Combustible Air: Provide enough combustible air for the unit and other units in the room. Combustible air cannot be taken from bedrooms, bathrooms or closets
- *Electrical:
 - Shall be in conduit, switches, outlets and light fixtures shall be GFCI/Arc fault protected, in conduit (Per Municipal Code)
 - An outlet shall be within 5' of the unit
 - A light shall be permanently mounted in front of the unit
 - Total Electric service demand shall be determined at the field inspection. A new upgraded service panel may be required, which requires a separate permit
- *Zoning Regulations: Units shall not project more than 6' away from the structure (4.04G3)

I have read and reviewed these requirements.

Signature of Applicant

Date