



WHAT YOU NEED WITH YOU

- ▶ Quick Permit Application (if the scope of work requires re-routing and/or changing the size of ducts, the Quick Permit Application cannot be used; instead a Remodel Permit Application is required).
- ▶ Permit fee. Please refer to the building permit fee chart.
- ▶ A description of the location of the replacement furnace (e.g. where in the house and/or what room).
- ▶ Cost of the materials for the project.
- ▶ A notarized letter of intent from a mechanical/HVAC contractor, a mechanical/HVAC contractor's license from any municipality in the State of IL that gives a written HVAC examination, and a \$20,000 permit bond in favor of the City of Elgin.

WHAT YOU SHOULD KNOW

- ▶ No work can begin prior to a permit being issued.
- ▶ If the property is a landmark or located in an historic district, and the work affects the exterior of the property, then a Certificate of Appropriateness (COA) is required.
- ▶ A final inspection is required upon completion of the work. Contact the City of Elgin to schedule the inspection. Installation instructions and/or manuals provided by the furnace manufacturer should be available at the furnace for the building inspector at the time of final inspection.

REQUIREMENTS

1. Mechanical/HVAC Contractors:
 - a) Register annually with the City of Elgin by providing a current mechanical/HVAC contractor's license issued by the City of Elgin or from another municipality in the State of IL that gives a written HVAC examination.
 - b) Provide a notarized letter of intent on contractor and/or company letterhead describing the work to be performed and the address of where the work will be performed. The signator of the letter of intent must match the name of the license holder on file.
 - c) Place on file with the City of Elgin a \$20,000 permit bond in favor of the City of Elgin.
 - d) See Chapter 16.02 of the Elgin Municipal Code, 1976 as amended, for a complete description of all contractor registration and licensing provisions.
2. Title 16 of the Elgin Municipal Code, 1976 as amended, details the building, electrical, plumbing, mechanical/HVAC, and other codes that are currently in effect.