



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 scope of work.
- ▶ 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 permit is required for a new, outside air conditioner unit; however no permit is required to replace an existing, outside air conditioner unit.
- ▶ A rough inspection may be required, depending on the scope of work. Confirm whether or not this inspection will be required upon receipt of the permit.
- ▶ A final inspection is required upon completion of the work. Contact the City of Elgin to schedule the inspection.

REQUIREMENTS

1. Mechanical/HVAC Contractors:
 - a) Provide 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) City of Elgin mechanical/HVAC examination information is available on the Contractor Requirements page of the City website.
 - c) 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.
 - d) Place on file with the City of Elgin a \$20,000 permit bond in favor of the City of Elgin.
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.