



**VILLAGE OF ARLINGTON HEIGHTS**  
DEPARTMENT OF BUILDING & HEALTH SERVICES  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
Phone (847) 368-5560  
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### **RESIDENTIAL AIR CONDITIONER (A/C)**

#### **PERMIT SUBMITTAL REQUIREMENTS ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:**

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- [APPLICATION FOR BUILDING PERMIT](#)
- IF UNIT IS IN SIDE YARD 10% OF LOT WIDTH REQUIRED FOR SETBACK
- [CONTRACTOR'S LICENSE APPLICATION](#)
- 2 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
  - MARKED UP PLAT OF SURVEY SHOWING LOCATION OF UNIT AND DISTANCE FROM PROPERTY LINES
  - SPECIFICATIONS OF A/C UNIT
  - ENERGY CALCULATIONS
  - CONTRACTOR'S PROPOSAL

**ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR  
REVIEW AND APPROVAL**

#### **PERMIT SUBMITTAL INFORMATION**

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- ★ If unit is in the rear yard, the permit is processed same day and requires a fee of \$40. Side yard air conditioners also require a \$40 fee at time of submittal.
- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ Permit fees will be due at time of pick up.
- ★ Allow 10 working days for review time.

#### **PERMIT REVISION INFORMATION**

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- ★ If there is a rejection by any reviewing department, a correction report will be mailed/faxed to the permit applicant after the plan has been reviewed by all reviewing departments.
- ★ Revisions may take an additional 10 working days to process.
- ★ If the electrician on the project is changed, a new permit application is required with a copy of the new electrician's license. A letter from the general contractor documenting the change to the new electrician is also required.
- ★ If the permit drawings are revised, a cover letter from the applicant is required, as well as three new sets of annotated drawings.