



CITY of HIGHWOOD

Incorporated 1887

HVAC/Mechanical Permit Application Checklist

General Items

Submittal of Applications: Permits should be submitted to City Hall at 17 Highwood Avenue, Highwood, IL 60040. Business hours are M-F 8:30 AM-4:30 PM. Emailed and faxed applications are not accepted.

Hours of Construction:

M-F 7:00 AM – 7:00 PM

Sat & Legal Holidays 9:00 AM – 7:00 PM

Sun 10:00 AM – 7:00 PM

Stop Work Orders: No work shall be performed prior to the issuance and payment of the permit. Work that is commenced prior to the issuance of the permit is subject to a Stop Work Order and \$500.00 citation.

General HVAC & Mechanical Provisions

- The City follows the 2006 International Mechanical Code (IMC) & 2012 International Energy Code (IECC)
- Permits are required for emergency repairs.

Residential Permits	Commercial Permits
<p>By Owner</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed HVAC Permit Application <input type="checkbox"/> Description of the work including material and location <input type="checkbox"/> Estimated cost of the project <input type="checkbox"/> Requires plan review and inspections <input type="checkbox"/> Call JULIE before digging 800-892-0123 <p>By Contractor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed HVAC Permit Application <input type="checkbox"/> Copy of contract or signed quote including; <ul style="list-style-type: none"> ○ Owner's signature ○ Description of work material and location ○ Estimated cost of the project <input type="checkbox"/> Requires plan review and inspections <input type="checkbox"/> Call JULIE before digging 800-892-0123 <p>Permit Fee; \$165.00 minimum Re-inspection Fee; \$55.00</p>	<p>By Contractor</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed HVAC Permit Application <input type="checkbox"/> Copy of contract or signed quote including; <ul style="list-style-type: none"> ○ Owner's signature ○ Description of the work including material and location ○ Estimated cost of the project <input type="checkbox"/> Requires plan review and inspections <input type="checkbox"/> Call JULIE before digging 800-892-0123 <p>Permit fee; \$330.00 minimum</p> <p>Re-inspection Fee; \$110.00</p>

City of Highwood Building Codes

- 2012 International Residential Code (IRC) (One and Two-Family Dwellings), as amended
- 2012 International Building Code (IBC) (Commercial, Multi-Family Residential Dwellings), as amended
- 2012 International Mechanical Code (IMC), as amended
- 2014 National Fire Protection Association National Electrical Code (Electrical Code), as amended
- 2012 International Energy Code (IECC)
- 2014 Illinois State Plumbing Code
- 2012 International Fire Code (IFC), as amended
- 2012 International Property Maintenance Code (IPMC), as amended

A copy of the local amendments to the adopted building codes can be found at www.cityofhighwood.org/citycode