CITY OF GENEVA
BUILDING DIVISION
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
630/262.0286 fax
www.geneva.il.us

Furnace / Air Conditioner Replacement

Revised: 5/3/12

A building permit is required prior to replacing a furnace or air conditioner. The following are guidelines and comments for obtaining a building permit.

Application and Drawing Procedures:

- An Application for Permit is to be filled out and submitted to the Building Division. If both units (furnace and air conditioner) are being replaced, only one permit is required.
- Permit fee is paid and the permit can be issued over the counter.

Fees:

- **Furnace / Air Conditioner permit fee**: $50.00 to be paid when permit is issued.
- **Re-inspection fee:** $25.00 to be paid prior to re-inspection if an inspection has failed.
- We accept cash, check (made payable to the City of Geneva), MC and Visa.

General Comments:

- A minimum of 24-hour notice is required when scheduling any inspection.
- Approved vent systems for gas-fired appliances shall be installed and terminated per the manufacturer's installation guidelines. All vent systems shall be UL listed and labeled. Note: Installation of a Power Exhauster may require make-up air to be provided. Improper venting may lead to carbon monoxide poisoning.
- Draft requirements: New or existing chimneys or vents shall be sized or resized so as to develop a positive flow to convey combustion products to the outside atmosphere and to control flue gas condensation. Improperly sized chimneys or vents will not properly draft carbon monoxide to the outside of the building.
- Each gas appliance shall have a gas shut-off valve (within 6 feet of the appliance in the same room) and a ground joint union between the appliance and the appliance shut-off valve. A sediment trap is required at each appliance. The shut-off valve allows replacement or repair of an appliance without turning off the gas supply to the entire house. The sediment trap extends the life of your appliances.
- Any gap around any pipe or vent shall be properly fireblocked at any floor or ceiling level it penetrates. In case of a fire, fireblocking helps to prevent the spread of fire/gases throughout your home through concealed spaces.
- Fuel-burning appliances shall be provided with combustion air as required by the manufacturer's specifications or the 2006 International Mechanical code.
- Air exhaust and intake shall meet the requirements of the **manufacturer's installation instructions**.
- Air exhaust and intake openings that terminate outdoors and serve high efficiency furnaces shall be protected with corrosive-resistant screens, louvers or grilles having a minimum opening size of ¼ inch and a maximum opening size of ½ inch in any dimension. Check **manufacturer's requirements**. These items help to keep birds and rodents out of the vent pipes.
- Air conditioner leveling pads: Manufacturers require exterior condenser units to be placed on a level support pad. A support pad that is out of level can shorten the life of your air conditioner.
- Air conditioners electrical circuit breaker shall be properly sized. Properly sized circuit breakers or fuses protect your home's wiring and appliance in case of a power surge or malfunction.
- The installation of any new electrical wiring shall be noted in this permit or a separate permit will need to be pulled.

Per the 2009 International Energy Conservation Code, construction documents drawn to scale shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment. Details shall include, but are not limited to the following:

- Programmable thermostat to be installed.
- Duct sealing for any **new** ductwork, air handlers, filter boxes, and building cavities used as ducts.
- Mechanical system piping to be insulated to a minimum of R-3.

Inspections – Clarification and Details:

The following is a list of inspections which may be required for your project and the approximate amount of time it will take for the inspection.

✓ **Final Inspection ½ hour**

The following are general guidelines and details on the types of inspections that may be required for your project. For further clarification, please call our office and speak with one of our building inspectors.

Final:

- ✓ Confirm programmable thermostat is installed.
- ✓ Confirm duct sealing (new duct work).
- ✓ Check for combustible gas leaks.
- ✓ Ensure that the furnace and/or water heater has/have proper make up air. **The manufacturer's installation instructions must be present at the job site during inspection.**

Building Codes:

The following are the Building Codes, which the City of Geneva has adopted.

- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2006 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2004 IL State Plumbing Code
- 2006 Int'l Residential Code w/amendments
- 2003 Int'l Fire Codes w/amendments

Homeowner – Contractor Responsibilities:

- It is the responsibility of the homeowner/contractor to schedule the required inspections. The required inspections are indicated on the Plan Review Form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and permit number available.
- Inspections shall be cancelled a minimum of 24 hours before the scheduled time.

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lhager@geneva.il.us

For Office Use Only

PERMIT NUMBER _____

BIN NUMBER _____

APPLICATION FOR PERMIT

PROJECT ADDRESS

APPLICANT

☐ Check here if applicant is property owner

Name _____

Address _____
City *State* *Zip*

Email _____ Phone _____

PROPERTY OWNER

Name _____

Address _____
City *State* *Zip*

Email _____ Phone _____

CONTRACTOR

Name _____

Address _____
City *State* *Zip*

Email _____ Phone _____

Roofing License _____ Plumbing License _____

BUILDING TYPE

☐ Residential
☐ Commercial
☐ Other

TYPE OF WORK - GENERAL

☐ Change of Tenant ☐ Addition
☐ Remodel ☐ Demolition
☐ New construction ☐ Other

TYPE OF WORK - SPECIFIC (Check all that apply)

☐ Driveway/Parking ☐ Replace Windows ☐ Fence ☐ Electric
☐ Sidewalk ☐ Roof/Siding ☐ Patio ☐ Plumbing
☐ Basement/Attic ☐ Sign/Awning ☐ Shed ☐ HVAC
☐ Kitchen/Bath ☐ Irrigation System ☐ Deck ☐ Other

DESCRIPTION OF WORK

Applications will not be accepted without supporting documentation, attach additional sheets and submit plans/drawings, plat of survey, etc. as needed to illustrate proposed work

HISTORIC PRESERVATION

Is subject property located in the Historic District or a Historic Landmark? Historic Preservation Commission review is required for exterior improvements.

☐ Yes ☐ No

ZONING

What zoning district is the property located in? _____

Is the use permitted at this location? ☐ Yes ☐ No

Is a variance needed? ☐ Yes ☐ No

PROJECT COST

What is the estimated project cost?

_____

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD; THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND TO SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT I AGREE TO CONFORM TO ALL APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA.

Signature _____ Date _____

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FEES

Fire Department Review Fee _____
Public Works Fee _____
Building Permit Fee _____
Tree Preservation Review Fee _____
TOTAL FEE _____

ROUTING

Engineering _____
Fire _____
Electric _____
City Engineer _____
Historic Preservation _____
Tree Preservation Review _____
Planning/Zoning _____
Economic Development _____