



**CITY OF PARK RIDGE**  
**Department of Community Preservation and Development**  
**Building Safety Division**

505 Butler Place, Park Ridge, IL 60068 | Tel 847-318-5291 Fax 847-318-6411  
[www.parkridge.us](http://www.parkridge.us)

## Heating, Ventilation and Air Conditioning (HVAC) Guidelines

This handout provides information regarding the application of building permits for HVAC and required inspections. This handout is for general information purposes only, and is not a substitute for the actual text of codes. If discrepancies arise, the code shall govern.

### PERMIT APPLICATION CHECKLIST

The following documents and information must be provided at the time of submittal for an HVAC permit. Failure to submit the appropriate information could result in application not being accepted and/or delay in the issuance of the building permit. ***All documents should be submitted in triplicate.***

\_\_\_\_\_ **City of Park Ridge Building Permit Application.** Please ensure form is signed by the applicant and has all information filled in, including the list of contractors. Contractors must be registered with the City of Park Ridge. This permit application can be found on line at:  
<http://www.parkridge.us/assets/1/Documents/Permit%20Application%202010.pdf>

\_\_\_\_\_ **Plat of Survey.** If there will be a ground unit placed outside the house or building, submit the most recent Plat of Survey prepared for the property. The following information must be indicated and/or annotated on the plat (a separate scaled site plan may also be submitted):

- Location of proposed A/C or HVAC unit on the property
- Minimum distances from the proposed unit to the property's rear and side lot lines
- Easements (if exterior, ground-level AC unit is being installed)

\_\_\_\_\_ **Certification of Plat Accuracy.** If a Plat of Survey is required, submit one of the two following certifications:

- **Property Owner's Certification of Present Accuracy of Attached Survey.** This certifies that the survey submitted with the application accurately depicts the current conditions on the property. See:  
<http://www.parkridge.us/assets/1/Documents/AffidavitSurvey.pdf>  
OR
- **Property Owner's Certification Regarding Attached Survey.** This must be submitted if changes to the property, e.g. addition of patio, enlargement of driveway, have been made since the date of the survey. Such additions should be annotated on the survey.

Failure to accurately reflect the conditions on the property could result in delay in the permit being issued or stop-work orders being issued after work starts. See: <http://www.parkridge.us/assets/1/Documents/AffidavitSurvey2.pdf>

\_\_\_\_\_ **Manufacture's installation instructions.**

\_\_\_\_\_ **Plans.** Plans should indicate:

- All locations and measurements of the proposed interior unit exhaust and fresh air intake openings.
- Details of the required screening around each unit. Provide location and proposed materials.

**GENERAL GUIDELINES FOR HVAC**

- All units shall be installed per manufacturer's installation instructions.
- All A/C condenser unit(s) are required to have a continuous copper green equipment grounding conductor from the AC disconnect to the service panel, in addition, the AC unit shall be grounded to the disconnect. (City Ordinance)
- Combustible air cannot be taken from sleeping rooms, bathrooms or storage closets
- Condensing unit(s) shall be a minimum a distance of 3' from the electrical meter. Refer to COM ED for electric meter separation. You may contact them at 1-800-344-7661.
- A/C unit disconnect shall have 30" of access open space.
- The unit shall be placed a distance of three feet from the electric disconnect.
- HVAC unit shall be accessible for maintenance, and have proper combustibile air.
- Exterior Service GFCI receptacle shall be located within 25ft of the condenser and on same grade level per NEC 2014.
- Interior Service GFCI receptacle shall be located on the same floor as the unit, at or near the unit
- Service light shall be available for unit.
- All motors shall have disconnects.
- Final inspections are required.

**ZONING GUIDELINES FOR HVAC**

In general, ground-based HVAC units may be placed on any side of a structure. However, there are limits on how far the units can encroach into the yard. The following zoning regulations apply to HVAC equipment and are taken from the City of Park Ridge Zoning Ordinance, section and paragraph 11.4.I.1 thru 3 and 11.5, Table 8: Permitted Encroachments.

See: [https://www.municode.com/library/il/park\\_ridge/codes/zoning\\_ordinance?nodeId=S11SIDEST](https://www.municode.com/library/il/park_ridge/codes/zoning_ordinance?nodeId=S11SIDEST).

- In all zoning districts, all ground-based mechanical equipment including, but not limited to, heating, ventilating and air-conditioning (HVAC) units, may be located in the front, corner side or rear yard. This equipment shall not be located in the minimum interior side yard, except for HVAC units, which may be replaced in the same existing nonconforming location, as long as the units do not increase the extent or degree of nonconformity, with respect to the side yard setback.
- All approved ground-based mechanical, including, but not limited to, HVAC units, shall be completely screened from public view. Screening materials may be masonry, wood, landscaped hedges or other opaque material, and shall effectively screen mechanical equipment so no

portion is visible from a street or adjoining lot. Color and texture of a masonry screen wall shall be compatible with the color and texture of the principal building on the site.

- Any HVAC units located on the roof of any structure in any zoning district shall be screened either by an architectural element of the roof and at least six feet from any supporting wall of the building to permit safe access to the roof.

#### **APPLICABLE CODES**

2015 International Residential Code

2015 International Building Code (for commercial projects)

2015 International Mechanical Code

2015 International Fuel Gas Code

2015 International Energy Conservation Code

2014 National Electric Code

City of Park Ridge Municipal and Zoning Codes ([https://www.municode.com/library/il/park\\_ridge](https://www.municode.com/library/il/park_ridge))

#### **INSPECTIONS**

The applicant is responsible for scheduling inspections of completed work. Particular inspection requirements will vary depending on the nature of the HVAC work being completed and in many instances more than one type of inspection may be required. One or more of the following inspections may be applicable:

- Above-ceiling inspection
- Rough inspection
- Furnace inspection
- A/C unit inspection
- Roof-top unit inspection
- Hood/duct inspection

Construction documents (approved site copies) shall be available at all times on the job site.

**Inspections can be scheduled by visiting the Community Preservation & Development Department (2<sup>nd</sup> floor, City Hall) or by calling: 847-318-5291.**

