



Village of Winnetka
Community Development
510 Green Bay Rd.
Winnetka IL 60093

AIR CONDITIONING (HVAC) - CHECKLIST

Required Application Forms:

- Building Permit Application
- Trade Specific Work Form

Required Additional Documents:

- Two (2) copies of the Plat of Survey showing location of condensing unit & proximity to the property line – new or replacement
- Manufacturer's Specifications



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(847) 716-3520

Building Permit Application

Permit #: _____

Date Received: _____

Permit Address _____ Winnetka, IL 60093

Description of Work _____

Estimated Construction Cost \$ _____ (required)

CONSTRUCTION COST includes cost of material and labor; we may request submittal of a signed contract. The applicant hereby certifies that the total value of construction as stated above is an accurate and truthful estimate of the total value of all labor and materials for the new construction or improvement, including all finish work, painting, roofing, electrical, plumbing, HVAC, paving as well as any general contractor's fee. The general contractor's fee shall be included even if the owner and general contractor are the same.

Property Owner Information

Name _____

Address _____ City _____ State _____

Daytime Phone _____ Email _____

Primary Contact *(Note: all correspondence will be with the primary contact)*

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

Architect's Information **Not Applicable**

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____

General Contractor's Information

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Email _____



Submittal Requirements:

Please refer to the appropriate checklist for your particular type of permit work for application submittal requirements. All items identified on the worksheet(s) must be submitted with this application form in order for the application to be deemed complete.

Disclosure & Signatures:

The information submitted in this Building Permit Application may be used by the Village of Winnetka and/or any of its contractors or consultants. By signing below you certify that:

- the information and exhibits herewith are true and correct;*
- you are the owner of record of the named property, the proposed work is authorized and that the registered professional or contractor submitting the application is authorized to do so;*
- you agree to conform to all applicable laws, statutes, ordinances, and codes of this jurisdiction, including those adopted by reference; and*
- if the permit sought is approved, the permit work will be completed in accordance with the Village Codes and within the scope of work described in the application and the approved construction documents*

Application for a permit shall constitute the owner's consent to all inspections of the permit work that may be required pursuant to the Village Codes and to the right of all building officers to enter onto the premises during reasonable hours to conduct such inspections.

Signature of Property Owner: _____ Date: _____

Print Name: _____

Signature of Owner's Authorized Designee: _____ Date: _____

(Must attach Designee Form)

Print Name: _____

Relationship to Property Owner: _____



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PLUMBING/ELECTRIC/MECHANICAL

PERMIT FEE WORKSHEET

(Must be submitted with the Application for Building permit)

PROJECT ADDRESS: _____

DESCRIPTION OF PROJECT: _____

PLUMBING

- Existing water service size _____
- Base fee up to five (5) fixtures \$70.00 = \$70.00
- Plus \$10 each additional fixture _____ = \$ _____
Quantity

WATER SERVICE UPGRADE

*Fee includes—making tab, tapping sleeve, corporation stop, curb stop and box & inspection
(Meter fee additional)*

- Meter 1" \$725.00
- Meter 2" \$1,100.00
- New 1 1/2" service (tap/main) \$950.00
- New 2" service (tap/main) \$1,050.00
- Larger Please Call
- Right-of-Way opening \$125.00

IRRIGATION SYSTEM

- Base fee \$80.00 = \$80.00
- Plus \$.90 per sprinkler head _____ = \$ _____
Quantity

SEWER (SANITARY OR STORM)

- New/repair sanitary or storm – each \$150.00
- Right-of-Way opening \$125.00
- Alteration (add cleanout, sump pump, etc.) \$150.00



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MECHANICAL / HVAC

- Base fee \$70.00 = \$70.00
- Plus \$90 per new or replacement system _____ = \$ _____
Quantity
- Plus \$100 per new or replacement roof-top _____ = \$ _____
Quantity
- Plus \$100 8-tons or more \$100.00 = \$ _____
- Duct work only \$45.00 = \$ _____
- Kitchen/Bathroom exhaust fan each _____ = \$ _____
Quantity

*NOTE: New condensing units require a site plan showing the proposed proximity to the property line.
 New roof-top equipment requires a site plan illustrating the location on the roof.*

ELECTRIC (PREMISES WIRING)

- Existing electric service capacity at main panel: _____ amps
- Base fee \$70.00 = \$70.00
- Plus \$1.10 electrical device (fixtures, receptacles, switches) _____ = \$ _____
Quantity
- Modification to existing service equipment (circuit, sub-panel, etc.) _____ = \$ _____
Quantity
- Motors over ½ hp _____ = \$ _____
Quantity
- Temporary Electric Service (Required for new construction) overhead \$340.00
underground \$680.00 = \$ _____
- Back-up generator \$175.00 = \$ _____

ELECTRIC (SERVICE UPGRADE)

- New 200amp service \$10,700.00
- New 400amp service \$23,000.00 = \$ _____
- New 3-phase Cost of installation to be determined by Village Water/Electric Dept.