

# HEATING, VENTILATING AND AIR CONDITIONING

Village of Flossmoor, Illinois  
Inspectional Services Department  
2800 Flossmoor Road  
Flossmoor, IL 60422

Monday through Friday 8:30 a.m. – 12:30 pm, 1:30 p.m. – 5:00 p.m.  
Phone: 708-957-4101  
Fax: 708-335-5490

## THIS IS A LIST OF THE MOST FREQUENTLY ASKED QUESTIONS AND ANSWERS REGARDING HEATING, VENTILATING & AIR CONDITIONERS

**Q. Do I need a permit?**

A. Yes, a permit is required for installing a new unit or replacing an old unit.

**Q. How much will a permit for a furnace or air conditioner cost?**

A. \$100.00 – This includes review, permit and final inspection. If applying for a permit for more than one (1) unit the fee is increased by \$50 per each additional unit.

**Q. How do I apply for a furnace or air conditioner permit?**

A. Complete the building permit application that is available on this website or at the Inspectional Services Department. A contract signed by the property owner must be attached to the permit application.

If the permit application is for an air conditioner, attach a copy of a Plat of Survey with the specific location of the air conditioner marked on the survey including distance from the house and distances to the property lines.

**Q. What paperwork should my contractor submit to the Village?**

A. The HVAC Contractor must have a \$10,000 Surety Bond on file with the Building Department.

**Q. What are the regulations for placement of the air conditioner?**

A. Air conditioners must be located at the rear or side of the house only. They must be located a minimum of ten (10) feet from the property lines.

**Q. Must I have the lot line identified?**

A. The only way to ensure that the air conditioner is properly located on your property is to locate the lot corners with stakes or a reference line from corner to corner.

**NOTE:** The property owner is responsible for compliance with all Village codes.

Good luck with your project! Remember we are here to serve and protect you, our residents.