



DuPage County Building & Zoning Department

Building Division

REPLACEMENT PERMITS






The following are guidelines and requirements to assist when **replacing an existing** air conditioner, furnace, water heater and/or windows. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

Requirements to issue: (must be submitted in person & can be issued over-the-counter with the following information)

1. Application form for over-the-counter permits - Type I (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Plat of Survey (air conditioners)
3. Cut sheets & specs
4. Trust Disclosure form for properties in a trust
5. Owner Authorization form if applicable
6. Fees
7. Performance Bond
8. Contractor Registration
9. Plumbers notarized Letter of Intent for water heater replacements
10. Notarized Plumbing Affidavit (owner doing own plumbing work)

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1. The application form for [over-the-counter permits](#) -please fill out completely.
 - Owner's name, address, phone number, email address
 - Site address if different
 - Cost of proposed project
 - Property on water/sewer or well/septic
 - Contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance)
 - Signature of property owner.
 2. Provide 3 copies of the scalable Plat of Survey with A/C pad drawn to scale in the exact proposed location with dimensions to nearest lot line. The survey must show all existing structures with the Illinois Licensed Land Surveyor's seal and signature visible. According to the Building Code the accepted scales are 1"=10', 1"=20', 1"=30', 1"=40' or 1"=50'. Reduced/enlarged copies **WILL NOT** be accepted.

3. Provide 2 copies of cut sheets from the window manufacturer stating the U-Factor, 2 copies of the spec sheets for furnace, air conditioner and water heater meeting the [2015 Illinois Energy Code](#) for compliance. The specs must state one of these approved symbols:  (Underwriters Laboratory),  (ETL United States) or  (Canadian Standards Association).
4. Property held in a land trust requires a notarized [Trust Disclosure completed by the trust company](#) stating the beneficiary(s) of the trust. . For properties in a family trust we need some paperwork showing the beneficiary for signing the application.
5. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
6. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa.
7. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed.
8. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and must be current at permit issuance.
9. A notarized Letter of Intent from either the plumbing contractor or homeowner including: Name of Property owner, Property address and a short description of the work to be done.
10. Notarized [Plumbing Affidavit](#) signed by the owner of the property and notarized for any owner doing their own plumbing work. This is for residential construction only.

Building Code Requirements:

- DuPage County Building Code, [Article I, Sections 8-100](#)
- Minimum Planning Requirements, [Article II, Sections 8-200](#)
- Minimum Construction Requirements, [Article III, Sections 8-300](#)
- Illinois Plumbing Code, [Article IV-A, Section 8-400](#)
- 2014 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- [Illinois Energy Efficient Building Code, Article V, Section 8-500](#)

Zoning Requirements: Single Family: (Ordinance Sections: R-1: 37-701, R-2: 37-702, R-3: 37-703, R-4: 37-704):

Size: No limitation

Setbacks:

- R-1 Zone:
 - Front: 40 feet.
 - Rear: 50 feet
 - Corner side: 40 feet
 - Interior Side: 20 feet
- In R-2, R-3 and R-4 Zones:
 - Front: 30 feet
 - Rear: 3 feet
 - Corner side: 30 feet
 - Interior Side: 3

Multi-Family Construction: (Ordinance Sections R-5: 37-705, R-6: 37-706, R-7: 37-707: Please contact the Zoning Section at 630-407-6700)

Drainage requirements:

Provide location on plat of survey. Proposed structures cannot have a negative impact on the existing drainage for the neighboring properties. **Disclaimer:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See Sec.8-128.2 of the County's Building Code for Minimum Plan Requirements.

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling) Please contact the Building Division at 630-407-6700 to schedule an inspection. (Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit). Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupageco.org/building.