



**Village of Morton Grove**  
 Department of Buildings  
 6101 Capulina, Morton Grove, IL 60053  
 Phone: 847/ 470-5214 Fax: 847/ 663-6185

**HEATING AND  
 AIR CONDITIONING**

All information below must be filled in prior to submission (Please Print):

Date Filed: \_\_\_/\_\_\_/\_\_\_

Project Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Value of Work: \_\_\_\_\_

Project Description: \_\_\_\_\_

<i>Office Use Only</i>
Permit #: _____
Date Issued: _____

(Please Circle One)	HEATING	AIR CONDITIONING	BOTH
<i>Property Owner:</i>		<i>Contractor:</i>	
<i>Address: No P.O. Box</i>		<i>Address: No P.O. Box</i>	
City / State / Zip Code:		City / State / Zip Code:	
Phone #: Email:		Phone #: Email:	
		<u>License No</u>	

**Requirements:**

**Required Submissions** - This application must be accompanied by the following:

- Plat of Survey (2)
- Construction Plans (2 SETS)

**Required Approvals** -

Before a Permit is granted, approval is required for the following:

- Building      Electrical

**Required Inspections** - When this permit is approved, the following inspections will be made. The applicant is required to request these inspections at least (24) twenty four hours in advance, and their Authorized agent must be present.

- Final – HVAC
- Final - Electrical

**Required Fees**

When this permit is granted the amount of the fees will be calculated based on the plans submitted.

**RESIDENTIAL LOCATION**

Compressors shall be located in the rear yard adjacent to the principal building.  
Locations in required front and side yards are prohibited. Equipment shall be screened from view from adjacent streets.

See Building Department for additional details.

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The undersigned hereby makes application for a permit to erect a building / structure, etc. In the Village Of Morton Grove and in accordance with the ordinances of the Village of Morton Grove and in accordance with the plans and specifications herewith submitted and filed in consideration of the issuance of this permit, and other good and valuable considerations the receipt of which is hereby acknowledged, we/I do hereby agree and covenant to forever hold harmless the Village of Morton Grove, Its agents and employees, and to save them from all costs, claims, suits, demands, and actions arising from or through or because of or in any way connected with any work performed or being done in the excavation, construction, building, or finishing of the premises for which this permit is issued.

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Date: \_\_\_ / \_\_\_ / \_\_\_ Contractor Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Property Owner Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Building Official Signature: \_\_\_\_\_

**Applications will not be accepted for review without a signature from the property owner and contractor.**

**All contractors must register with Village of Morton Grove prior to issuance of any permits.**