



Mount Prospect
Community Development Department
50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 870-5675

HVAC Supplement

Email: permit@mountprospect.org

PERMIT SUBMITTAL REQUIREMENTS- ONLINE OR IN PERSON:

- No permit is required for installing a window air conditioner unit
 - A permit is required for installing a central air conditioning unit or system
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- ☐ **APPLY ONLINE** go to www.mountprospect.org/permits upload documents listed below
 - ☐ **APPLY INPERSON** bring our permit application completed and signed by homeowner plus
 - ☐ Copy of the signed Estimate between the homeowner and contractor.
 - ☐ Copy of detailed scope of work if owner doing all the work.
 - ☐ The location of the condensing unit must be approved by the Village of Mount Prospect before the permit can be issued.
 - ☐ The condensing unit must be located at the rear of the house. Exceptions granted only upon written request and approval from the Director of Building & Inspection Services.
 - ☐ All electrical work must be done by a Licensed Electrician. IF the homeowner can provide verification of adequate knowledge and experience, they may perform the electrical installation.
 - ☐ **A final inspection is required.**

