



At the Heart of Community

Rooftop Units

Installation/Replacement



Rules & Restrictions

- *Economizer or fresh air damper set for the required amount of outside air for the occupancy.
- *Service outlet (GFI) must be on a separate 20 amp circuit.
- *Rooftop screening plan and details is required for ALL RTU replacements or new installations.
- *Smoke detector on return air side if greater than 2000 CFM.

What to Submit

- *Completed application.
- *Roof plan indicating the location of the RTU.
- *Detail of new curb or note existing curb to be used.
- *Cut sheets and installation specifications
- *RTU screening details.

Inspections

- *Inspections are scheduled for A.M. or P.M. Monday through Friday with 48 hours advance notice at 847-540-1696. Call before 1:00 P.M. two business days before you want your inspection. Same day re-inspections are not available.
- *Rough inspection may be required.
- *Final inspection is required.

Costs

- \$55.00 Plan Review Fee
- \$110 Permit Fee per Unit
- \$105.00 Building Deposit
-refunded in accordance with Municipal Code Title 8, Chapters 2-6, Sections A-E. Allow 4-6 weeks for refund after final inspection has taken place.

*If final inspection is not scheduled and approved prior to expiration date on permit, the building deposit will be forfeited to the Village.

Note:

*If an inspector needs to return more than once for the same phase of any required inspection, a \$170.00 re-inspection fee will be required to be paid before the re-inspection takes place.

I have read and reviewed these requirements.

Signature of Applicant

Date

Address



Community Development Department

505 Telser Road
Lake Zurich, IL 60047
P: (847) 540-1696 F: (847) 726-2182
www.LakeZurich.org
Permits@LakeZurich.org

Permit Application

Date of Application _____

Project Information

Property Address: _____

Type of Project: _____ Business Name: _____

(For commercial/industrial applications only)

Owner's Name/Address: _____
(If different from above) _____

Owner's Phone: _____

Value of proposed construction/improvements: \$ _____ Owner's Email: _____

Description of Work

Contractor Information

Contractors are required to be registered with the Village of Lake Zurich. Please refer to the Contractor Registration Application.

General Contractor: _____ Phone: _____

Address: _____ E-mail: _____

Other Contractor: _____ Type: _____ Phone: _____

Address: _____ E-mail: _____

Other Contractor: _____ Type: _____ Phone: _____

Address: _____ E-mail: _____

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Printed Applicant Name: _____ Phone: _____

Applicant Signature: _____ Owner or Contractor

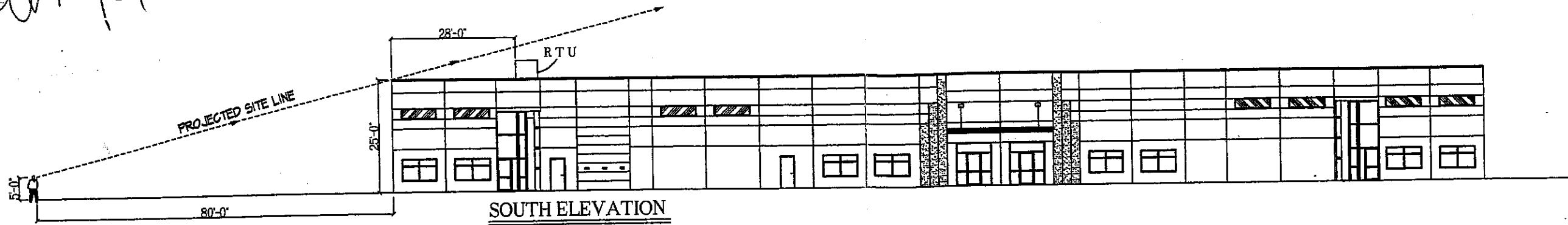
(Please Select One)

Property Owner Signature: _____

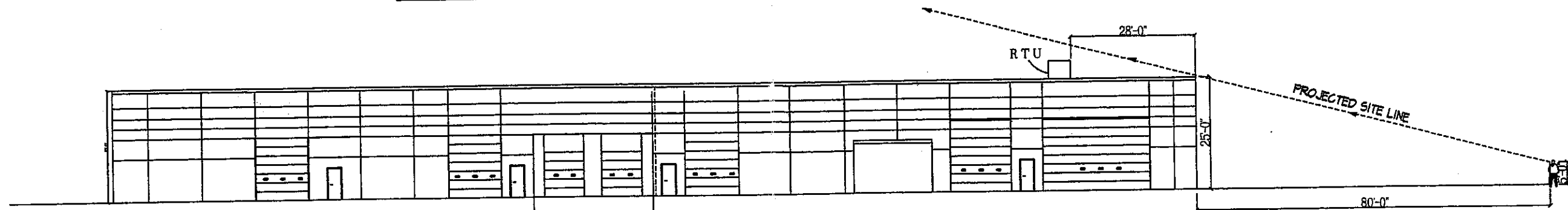
Application must be signed by the property owner. A signed letter of authorization/contract from the property owner must be submitted with the application in lieu of signature on application.

Director of Building and Zoning Signature: _____ Date: _____

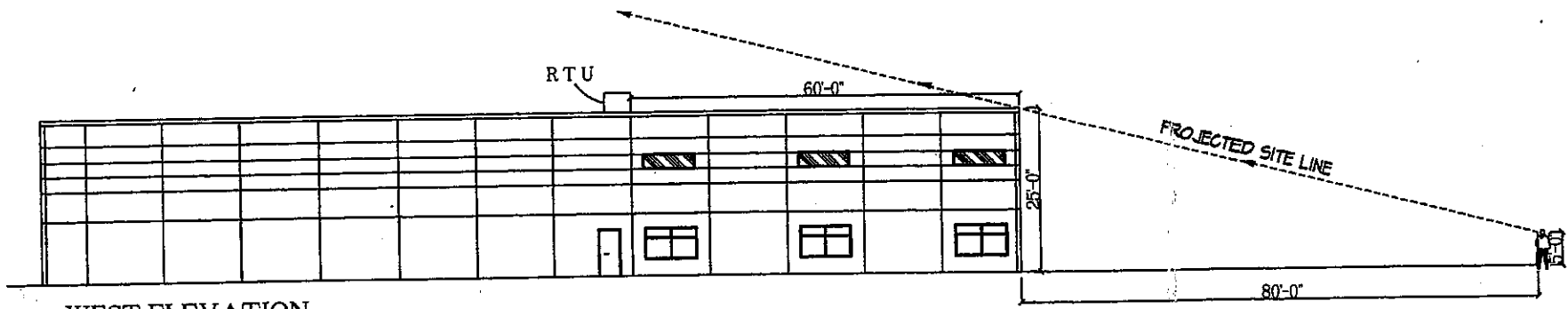
Sample



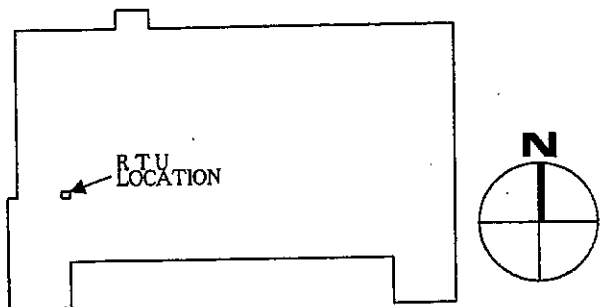
SOUTH ELEVATION



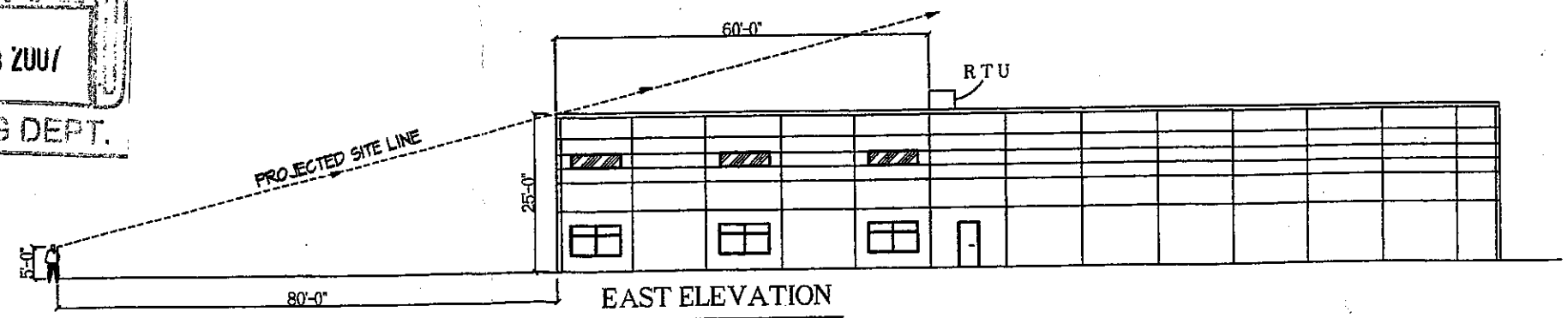
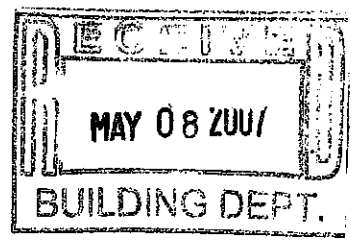
NORTH ELEVATION



WEST ELEVATION



EXISTING BUILDING LAYOUT



EAST ELEVATION

Sample

REVISIONS	DATE
	05-05-07
	SCALE: 1/8"=1'-0"
	DRAWN