



# DUPAGE COUNTY

## BUILDING & ZONING DEPARTMENT

### REPLACEMENT PERMITS



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>




Here 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. *The stickers from the manufacturer need to remain on the window/door until final inspection approval.* Feel free to contact our department if you have further questions at 630-407-6700.

**You will be creating a profile in our Accela portal** – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Plat of Survey – (Air conditioners)
2. Cut sheets & manufacturer's specs
3. Trust Disclosure form for properties in a trust

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A non-refundable application fee will be required – this portion of the fee is credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. We accept exact cash, checks or Master Card and Visa.

1. A copy of the scalable Plat of Survey showing the air conditioner in the exact proposed location with dimensions and dimensions to the nearest lot lines. The survey must show all existing structures with the Illinois Licensed Land Surveyor's seal and signature visible.
2. A copy of cut sheets from the window manufacturer stating the U-Factor, a copy of the spec sheets for furnace, air conditioner and water heater meeting the [Current Illinois Energy Code](#) for compliance. The specifications must state one of these approved symbols:  (Underwriters Laboratory),  (ETL United States) or  (Canadian Standards Association).

3. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the trustee.

#### **Requirements for permit issuance:**

4. Fees
5. Performance Bond
6. Contractor Registration
7. Plumbers notarized Letter of Intent for water heater replacements
8. Notarized Plumbing Affidavit (owner doing own plumbing work)

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1. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
  2. 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.
  3. All [contractors](#) working on the project are required to be registered with DuPage County Building Division and must be current at permit issuance.
  4. 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.
  5. 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](#)
- 2020 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- [Illinois Energy Efficient Building Code, Article V, Section 8-500](#)

**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. **Window inspections** – the stickers from the manufacturer need to remain on the window/door(s) until final inspection approval. Where no work has been started within 180 days after the issuance of a permit, or when more than 180 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.dupagecounty.gov/building](http://www.dupagecounty.gov/building).