



MECHANICAL PERMIT APPLICATION

VILLAGE OF RIVER GROVE

2621 THATCHER AVE, RIVER GROVE IL 60171

DAVID B. GUERIN, PRESIDENT

PHONE 708-453-8007 FAX 708-453-1337

PERMIT NUMBER _____

DATE ISSUED ___/___/___

APPROVED FEE \$ _____

DATE: _____

PROPERTY ADDRESS: _____ RIVER GROVE, IL 60171

PROPERTY OWNERS NAME: _____ PHONE: _____

PROPERTY OWNERS EMAIL: _____

CONTRACTOR NAME: _____ PHONE: _____

CONTRACTOR ADDRESS: _____

STATE LICENSE # _____ COST OF INSTALLATION OR REPAIR: \$ _____

SIZE OF HVAC UNIT #1: _____ (TON) (BTU) #4: _____ (TON) (BTU)

#2: _____ (TON) (BTU) #5: _____ (TON) (BTU)

#3: _____ (TON) (BTU) #6: _____ (TON) (BTU)

(LIST ADDITIONAL UNITS ON BACK)

A/C RATING: VOLTAGE _____ AMPERES _____

ELECTRICAL: WIRE SIZE _____ AMPACITY _____ BREAKER/FUSE SIZE _____

(LIST INFORMATION FOR ADDITIONAL UNITS ON BACK)

LIST NUMBER OF MOTORS OR OTHER CURRENT CONSUMING DEVICES: _____

DESCRIPTION OF WORK: _____

PERMIT APPROVED BY: _____ DATE: _____

REQUIREMENTS FOR OBTAINING VILLAGE OF RIVER GROVE HVAC PERMIT

- 1. COMPLETED MECHANICAL-HVAC PERMIT APPLICATION**
- 2. VILLAGE OF RIVER GROVE CONTRACTOR'S LICENSE REQUIRED FOR ALL CONTRACTORS AND SUB-CONTRACTORS WITH CURRENT INSURANCE AND BOND.**
- 3. CERTIFICATE OF INSURANCE REQUIRED FOR ALL CONTRACTORS AND SUB-CONTRACTORS (\$1,000,000 MINIMUM LIABILITY) LISTING THE VILLAGE OF RIVER GROVE AS CERTIFICATE HOLDER**
- 4. \$10,000 PERMIT BOND FOR EACH CONTRACTOR AND SUB-CONTRACTOR**
- 5. ROOFING CONTRACTORS ALSO REQUIRE COPY OF REGISTRATION FROM LICENSING MUNICIPALITY**
- 6. ATTACH COMPANY ESTIMATES, WORK ORDERS OR RECEIPTS**
- 7. ALL INSPECTIONS MUST BE SCHEDULED 24 HOURS IN ADVANCE. TRADESMEN MUST BE PRESENT DURING INSPECTION**
- 8. POSSIBLE LATE FEES AND/OR RE-INSPECTION FEES APPLIED IF WORK IS NOT COMPLETED IN A REASONABLE PERIOD OF TIME AND/OR IF NUMEROUS INSPECTIONS ARE REQUIRED.**
- 9. DO NOT COMMENCE WORK BEFORE PERMIT IS ISSUED, \$200.00 FINE OR FEES DOUBLED (WHICHEVER IS GREATER) IF WORK IS STARTED BEFORE PERMIT IS ISSUED.**
- 10. IF OTHER SUBCONTRACTORS ARE DOING WORK THEY ARE REQUIRED TO OBTAIN PERMIT FOR THEIR PORTION OF THE WORK.**