



Building & Life Safety Department

Village of Arlington Heights

Phone (847) 368-5560

www.vah.com

PERMIT TYPE: HVAC - FURNACE – REPLACEMENT

APPLYING FOR PERMITS: All permits are applied for through the Civic Access Portal (See portal instruction for setting up an account and videos on using the system).

<https://www.vah.com/government/permits/licenses/index.php>

Use the **Apply** tab to search for the permit type you need. Enter a keyword in the search bar, and a list of options will appear for you to choose from. Be sure to carefully read the description of each permit type before applying. Selecting the wrong permit will result in your application being declined, and you will need to restart the process.

LOCATION:

Click Add Location to enter the project location. Enter the street number, followed by the direction (E, W, N, S) then part of the street name. A list of addresses will populate. Check the correct one and add.

PERMIT DETAILS:

On the PERMIT DETAILS screen you will need to provide a basic description of the project. You may also be required to supply the following:

- the valuation of the project

CONTACTS:

Each project requires specific contacts to be provided. To add a contractor, their information must already exist in the system, which means they must have created a portal account. Contractors are also required to hold a valid contractor license. In most cases, the property owner must also be listed as a contact on the permit, which requires them to create a portal account as well.

For this permit, the required contacts are:

- Applicant
- Owner
- HVAC/Mechanical/Plumbing Contractor

If you need to add additional contacts beyond these required roles, use the **Add Contact** card. Select the appropriate trade (contractor type), then create a new contact by entering the required information.

MORE INFO:

Each permit requires information relevant to the specific permit application type. Answer the information relative to your project activities (versus existing conditions). The more involved the permit, the greater the volume of information and detail needed to be supplied.

ATTACHMENTS:

All required documents are to be provided as requested.

For this project the following documents are required:

- Contractor's Proposal – Detailing scope of work to be performed.

REVIEW TIME FRAMES:

As long as no questions exist, then the permit is processed so that you may be able to receive your permit within one day. This permit may have a review time of 5 business days.