



# VILLAGE OF BROOKFIELD

Community & Economic Development  
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# HVAC

## Application Checklist

HVAC permits are applicable to furnace and air conditioner replacements, boiler and generator installations, and other mechanical or duct work performed.

### Part 1: Submittal Requirements

I certify that the following items have been included as part of a complete building permit application:

- Completed and signed Building Permit application form
- If project is to be completed using a contractor, the applicant is to provide a copy of the signed contract in connection with the HVAC work and ensure that the contractor is registered with the village.
  - If project is to be completed without contractor assistance, the property owner is to provide both (a) a detailed scope of work/materials list and (b) signed property owner's waiver accepting liability for the performed work*
- Documentation demonstrating the manufacturer's specifications for all HVAC units to be installed (This unit description can be found in the manufacturer's catalog or specification sheet.)
- Documentation demonstrating the unit is sized in accordance with the 2015 International Energy Code (This documentation is provided in the form of the Manual J and Manual S efficiency report.)
- A copy of the legal plat of survey indicating the location where the unit is to be installed (exterior installations only).

### Part 2: Project Description

Please complete the following:

Property Classification:       Residential       Commercial

Unit Location:                       Rear Yard       Side Yard

Unit #1      Manufacturer \_\_\_\_\_ Model Number \_\_\_\_\_

Unit #2      Manufacturer \_\_\_\_\_ Model Number \_\_\_\_\_

Unit #3      Manufacturer \_\_\_\_\_ Model Number \_\_\_\_\_

Unit #4      Manufacturer \_\_\_\_\_ Model Number \_\_\_\_\_

Notes \_\_\_\_\_

### Part 3: Acknowledgments

The applicant hereby acknowledges:

- I have read the Village of Brookfield setback requirements and understand that the face of the HVAC unit must be at least 10' from the neighboring structure.
- All A/C units must have shut off switch within 5' of unit in clear space.

Signature of Owner or Authorized Agent: \_\_\_\_\_

Printed Name of Owner or Authorized Agent: \_\_\_\_\_