

**FURNACE or AC**  
COMMERCIAL or RESIDENTIAL

**City of Aurora**  
Development Services Department  
Division of Building and Permits  
77 S Broadway  
Aurora, IL 60505



APPLICATION #: \_\_\_\_\_

Total Fees: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
Online Portal: <https://auro-trk.aspgov.com/etrakit/> Phone: 630.256.3130 Website: [www.aurora-il.org](http://www.aurora-il.org)

Property Address: \_\_\_\_\_ Unit/Suite #: \_\_\_\_\_  
Owner Information (all fields required) Additional Contact Info  Applicant  Tenant  Property Mngr  
Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

**ACKNOWLEDGEMENT OF APPLICATION ONLY**

This is an application only. Completion of this application does NOT entitle the commencement of construction. I, (the applicant) agree to conform to all applicable laws of the City of Aurora. I also agree that all work performed will be in accordance with the plans and specifications as set forth in the approved permit. I understand that the approval of this application and issuance of a permit does not preclude the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Aurora for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property. As part of this application process, I affirm that all the information herein is true and correct to the best of my knowledge. I authorize the City of Aurora to make any reasonable inspections of the property as part of the application and permit process.

Owner  Contractor  Representative  Role: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**DESCRIPTION OF WORK**

**APPLICABLE CODES**

2015 International Mechanical      2018 International Energy Conservation Code      2015 International Residential Code  
2014 National Electric Code      2015 International Fuel Gas Code      [City of Aurora Ordinances](#)

**APPLICATION SUBMITTAL REQUIREMENTS**

- o Reference the "[Submittal Requirements, Application Timeframes and Inspection Contacts](#)" handout for quantity of items to submit with completed application
- o Complete construction drawings as needed that clearly demonstrate scope of work, including all elements required for job completion
- o Manufacturer's specifications and cut sheets on any equipment
- o **HOMETOWN SUBDIVISION:** As a result of an engineered installation all applications MUST be reviewed by Mechanical Inspector before issuance.

**PROJECT INFORMATION**

**MECHANICAL CONTRACTOR INFORMATION**

City of Aurora Registration #: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Property Type:  Residential  Commercial  
Equipment:  Air Handler  Boiler Hot Water  Boiler Steam  
 Furnace  Unit Heater  A/C  
 RTU  Ductless System  Chiller  
Model Number: \_\_\_\_\_ A/C Tons: \_\_\_\_\_  
Heating System Efficiency: Existing:  <80%  80%  90%  
# of BTU's: \_\_\_\_\_ New:  <80%  80%  90%  
Type of Fuel:  Natural Gas  Electric  Other

Reusing Existing Vent:  Yes  No      Loc. of Furnace / Air Handler:  Attic  Basement  Other: \_\_\_\_\_  
Type of Venting:  PVC  Single Wall Vent Pipe  Double Wall Vent Pipe  Chimney Liner  
Ductwork Replacement:  Yes  No      Gas Piping Work:  Yes  No      Electrical Mod. / New Circuits:  Yes  No

Application Fee is due at time of submittal. COST OF WORK: \_\_\_\_\_