

Building Division

Charles Kamminga

Building & Electrical Plan Examiner
Building & Electrical Inspector

Richard Hacker

Plumbing Plan Examiner
Plumbing Inspector

Engineering Division

Steve Maslov

Tom Brettmann

Engineering Technicians
Reviewing Final Grading,
Punch List & As-Builts

Fire Departments

Mike McNally

Countryside Fire Department

Lance Milz

Lincolnshire/Riverwoods
Fire Department

Elevator

John Thompson

Thompson Elevator Inspection Services

Building Commissioner

Michael Atkinson

Administrative Assistants

Monica Lundeen

Lona Chiarello

Mary Gilreath

Carissa Hansen

Inspection Scheduling

**Call: 847-367-3704
between 8:30 a.m and
3:30 p.m. M-F with Permit #**

**Village
of
Vernon Hills**

Commercial Property

**CERTIFICATE OF
OCCUPANCY
APPROVAL
PROCEDURE**

For Full & Temporary
Occupancy

General Information

The Village of Vernon Hills requires all final inspections on each open permit to be completed and approved by the Building Division & Engineering Division prior to the issuance of any Final or Temporary Certificate of Occupancy.

It is the owner's/general contractor's responsibility to obtain said inspection approvals and a Certificate of Occupancy prior to occupying the premises and commencing business operations.

For your convenience, this brochure provides a listing of each department or agency representative responsible for providing you with the required inspection approvals.

Please contact the Building Division to schedule inspections to secure the required approvals.

When contacting the Building Division, please inform the scheduling clerk that you are requesting *final inspections* for a Certificate of Occupancy. Please provide the applicable building permit number(s), project name, and building address.

Inspection Scheduling

**Call: 847-367-3704
between 8:30 a.m and
3:30 p.m. M-F with Permit #**

Obtaining a Final Certificate of Occupancy

1. Complete all work on the building and site in accordance with approved plans and Development Agreements.
2. Secure approved inspections from the Community Development Department and bring all of the final approved tickets from each permit with you to the Building Dept. to get your occupancy.
3. The Certificate of Occupancy will be prepared after completion and approval of all final inspections. Please display the Certificate in a conspicuous location on the premises.

Obtaining a Temporary Certificate of Occupancy

*****Additional Cash Deposit & Fee will be required*****

1. Secure approved inspections from the Community Development Division and bring all of the final approved tickets from each permit with you to the Building Dept.
2. A *Cash Deposit* will be required in an amount equal to the value of work that remains to be completed. The Building Division representative responsible for approving said work will determine the proportionate value of the *Cash Deposit*

based on the remaining work to be completed.

3. Submit the *Cash Deposit* and \$350.00 Temporary Certificate of Occupancy fee to the Building Division.

Inspection & Report Checklist

Contact the Building Division to schedule the following final inspections:

1. Main Commercial Alteration/New Permit:
 - A. Final Building Inspection
 - B. Final Electrical Inspection
 - C. Final Plumbing Inspection
 - D. Final Fire Department Inspection
 - E. Final Engineering & Landscaping Inspection:
Cash Deposit required if the final inspection is approved only for Temporary Certificate of Occupancy (dollar value to be determined by technician).
2. Fire Sprinkler Permit:
 - A. Final Fire Department Inspection
 - B. Final Consultant (If Applicable)
3. Final Fire Alarm Permit:
 - A. Final Fire Department Inspection
4. Final on other Miscellaneous Permits:
 - A. Voice & Data, Kitchen Hoods, Signs, Elevators, etc.