

**Village of Vernon Hills  
Community Development Department  
290 Evergreen Drive, Vernon Hills, IL 60061  
Phone 847-367-3704 - Fax 847-367-2541 <http://www.vernonhills.org>**

**TEMPORARY SALES TRAILERS**

**TO APPLY FOR A PERMIT:**

1. Complete a permit application. State if there will be use of a generator with electricity, and/or plumbing.
2. Submit four (4) copies of the Plat of Survey indicating the trailer's location.
3. Submit four (4) copies of a drawing with all the required information that is listed below.
4. Submit a plan review fee (cash or check) with submittals. To calculate, multiply the total cost of construction by .002 rounded to the nearest dollar with a minimum of \$75.

**REQUIREMENTS:**

1. On a plat of survey show dimensions of trailer to property lines. Provide striping layout for parking area, include handicap spaces. Show route and location of all utility connections. (i.e. sanitary sewer, water, gas, electric) Contact J.U.L.I.E. (Utility Locate Service) at 1-800-892-0123 to locate underground utilities and to obtain a dig number.
2. Sales trailers shall be connected to city water, sewer and electric services. Provide the yellow copy of the Lake County Sewer and Water Permit obtained by Lake County Public Works 847-377-7500.
3. Provide a description of how the trailer will be anchored to the ground.
4. Provide complete building plans for any other structures on the site.
5. Provide a landscape plan. Include the location, elevations, size, and colors of all proposed signage.
6. An address block with four-inch numbers shall be installed on the trailer. Address provided by the Village of Vernon Hills Community Development Department.
7. Skirting for the trailer shall match the siding materials of the trailer in style and color.
8. Show complete details for stairways, guardrails, handrails, walkways, piers, exterior lighting and handicap accessible ramps (include slope, length and total rise of the ramp).

9. Provide a floor plan of the trailer showing all required handicap accessible dimensions for the washroom and its fixtures. The door hardware to be lever type. Trailer shall meet all Illinois Accessibility Code requirements.

10. Trailer shall have smoke detector(s) and fire extinguisher(s).

**INSPECTION REQUIREMENTS:**

**The permit holder is responsible for scheduling inspections. To request an inspection, contact the Community Development Department at (847)-367-3704 between the hours of 8:30 AM to 3:30 PM, Monday through Friday, at least one working day in advance, and have your permit number ready.**

1. An electric service inspection if applicable.
2. A final Plumbing, Electric, Building, and Engineering inspection when work is completed.