

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>

**VOICE AND DATA SYSTEMS
PERMIT APPLICATION PROCESS**

This hand out is for **REFERENCE ONLY**. For more details see specific code sections.

TO APPLY FOR A PERMIT:

As long as the items listed below are submitted at the same time, a permit will be issued immediately over the counter.

1. Submit a completed permit application
2. The permit fee may be paid in the form of a check made payable to the Village of Vernon Hills, or in cash. Fees will be determined based upon your job cost.

CONSTRUCTION REQUIREMENTS:

1. Open wiring is acceptable.
2. All equipment must be listed by a nationally-recognized testing lab.
3. All wiring not accessible due to construction shall be installed in conduit.
4. All wires penetrated through walls or ceilings shall be installed in conduit.
5. All wiring subject to physical damage shall be installed in conduit.
6. If wiring is installed in a plenum area, all wiring and support of wiring shall be plenum-rated.

INSPECTION REQUIREMENTS:

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

1. Call for a final inspection.