

COMMERCIAL PERMIT APPLICATION PROCESS

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

All “Project Types” listed below need to be submitted as separate permits from each other with their own permit application, job cost, plans, and plan review fee. Depending on the project, they may not all need to be applied for.

The numbers to the right of each “Permit Type” below refer to information found on the following pages. This information must be submitted to the Building Dept. for permit approval for the “Project Type” you are applying for. The plan review approval process will not begin until all of the required information has been submitted. Any missing information will cause the plan review to be delayed. Processing time for plan reviews is twenty (20) business days or sooner.

Project Type	Applicable Reference
New Building	1, 2, 3, 4, 11, 12, 13, 14, 15, 16, 17
Addition to a Building	1, 2, 3, 4, 11, 12, 13, 14, 15, 17
Remodel of Space	1, 2, 11, 12, 13, 14, 15, 17
Site Work Improvements	1, 2, 4, 11, 14, 15
Exterior Signs	1, 2, 13, 14, 15
Interior Signs	1, 2, 13, 14, 15
New Existing Fire Sprinkler System	1, 2, 5, 11, 14, 15
Kitchen Hood Mechanical	1, 2, 7, 14, 15
Kitchen Hood Suppression	1, 2, 6, 14, 15
Fire Alarm	1, 2, 8, 13, 15
Security System	1, 2, 9, 13, 15
Elevator and Lifts	1, 2, 11, 13, 14, 15
Voice & Data/ Telephone, Computer	1, 2, 13, 14, 15, 18
Re-Roof	1, 2, 11, 13, 14, 15
Mechanical Work	1, 2, 12, 13, 14, 15
Irrigation	1, 10, 13, 14, 15
Satellite Dish	1, 2, 13, 14, 15
Miscellaneous Construction	1, 2, 13, 14, 15
Site Development	1, 2, 3, 4

1. Submit completed building permit application and contractors list along with appropriate plan review fee. An up-front plan review fee may not be required for some permit applications.
2. Submit complete set of Construction Documents (five (5) 30" X 42" complete sets if new building, five (5) 30" X 42" if alterations to existing building). (If cost of remodel or alteration is \$15,000.00 or more, Architectural stamped plans are required) Include the following, if applicable:
 - A. Site Plan
 - B. Plat of Survey
 - C. Building Owner/Developer or Landlord Approval Letter
 - D. Architectural Plans
 - E. Plumbing & Mechanical Plans
 - F. Electrical Plans & Calculations
 - G. Construction Specifications
 - H. Specification Books
 - I. Other Pertinent Information
3. Submit one (1) full set of Architectural and Structural Drawings along with structural calculations to the Building Division and one (1) set to one of the following Structural Engineering Consultants:

Moshe Calamaro & Associates Phone: 847-733-0015
930 Pitner Ave., #7 Fax: 847-733-0018
Evanston, Illinois 60202

Wiss, Janney, Elstner Associates, Inc. Phone: 847-272-7400
Ernest Regalla Fax: 847-291-9599
330 Pfingsten Road
Northbrook, Illinois 60062

Grivas-Krause Associates, Ltd. Phone: 847-364-9110
723 W. Algonquin Rd. Fax: 847-364-9645
Arlington Heights, Illinois 60005

A copy of the transmittal of the documents to the engineering consultant must be sent to the Building Division.

4. Submit four (4) complete sets of Site Development/Engineering/Landscape drawings, calculations and specs.

NOTE: Items 5 through 10 require a *separate permit applications* and submission with a plan review fee.

5. Submit five (5) complete sets of Shop Drawings and Calculations for the Building Fire Suppression System with a \$75.00 plan review fee.
6. Submit five (5) complete sets of Shop Drawings and Calculations for the Kitchen Hood

Fire Extinguishing System with a \$75.00 plan review fee.

7. Submit five (5) complete sets of Shop Drawings and Calculations for the Kitchen Hood Exhaust System with a \$75.00 plan review fee.
8. Submit four (4) complete sets of Fire Alarm Drawings and Documentation with a \$75.00 plan review fee.
9. Submit four (4) complete sets of Security System Drawings and Documentation. Depending on the depth of the job and it's cost, this permit may be issued directly over the counter, and no plan review fee required.
10. Submit four (4) sets of Lawn Irrigation Drawings on a Plat of Survey of the property.
11. Submit four (4) complete sets of Specifications including work to be performed and materials and equipment to be used.
12. Submit Cut Sheets listing information and manufacturers installation guidelines for mechanical equipment: furnaces, air conditioning units, space heaters and any other specialty equipment.
13. Roofing contractors shall submit a copy of current State License. Plumbing contractors shall submit a copy of current State License and Contractor's Registration. Electrical contractors must submit their current Electrical License Registration. Low voltage contractors (alarm, voice/data) shall submit a copy of current State License.
14. When the cost of construction is in excess of \$100,000, the general contractor shall submit a Certificate of Liability Insurance prior to the permit being issued. Village must be included as additionally insured and the certificate holder.
15. All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly, except Item #3 – work directly with the structural engineering consultant.
16. The yellow copy of the Lake County Sewer & Water Permit must be submitted before a building permit can be issued. Contact Lake County Public Works at 847-377-7500.
17. A Health Department approval letter is required for all kitchens with cooking equipment.

Current building codes and other specifications adopted by the Village of Vernon Hills:

- A. 2006 International Residential Code with Local Amendments
- B. International Building Code 2006 with Local Amendments
- C. 2004 Illinois State Plumbing Code with Local Amendments
- D. 2005 National Electrical Code with Local Amendments
- E. Village of Vernon Hills Zoning Ordinance
- F. General Code of Ordinances, Village of Vernon Hills
- G. 1997 Illinois Accessibility Code

- H. The International Fire Prevention Code 2006
- I. The International Mechanical Code 2006
- J. The International Energy Conservation Code 2006
- K. The 2006 International Property Maintenance Code
- L. The International Fuel Gas Code 2006 with Local Amendments
- M. Standard Specifications for Road and Bridge Construction, Illinois
Department of Transportation
- N. Standard Specifications for Water & Sewer Main Construction in Illinois
- O. Lake County Public Works Department
- P. Lake County Watershed Development Ordinance