

DATE ISSUED: _____
 JULIE DIG: _____

VILLAGE OF VERNON HILLS
290 EVERGREEN DRIVE
VERNON HILLS, IL 60061
www.vernonhills.org
 (847) 367-3700 FAX: (847) 367-2541



PERMIT APPLICATION

ITEMS 1 THROUGH 6 MUST BE COMPLETED FOR ALL PERMITS

APP#:

1.	Job Address:	Lot #
2.	Commercial Project Name:	
3.	Description of Work to be Performed:	
4.	Estimated Market Value of Work Under This Permit \$	
5.	Owner/Management Company:	
	Address:	Phone:
6.	Building Information: (Proposed use of the building/seasonal occupancy/storage/manufacturing, etc.)	

7.	Signs:	Wall <input type="checkbox"/>	Ground <input type="checkbox"/>	Other <input type="checkbox"/>	Temporary <input type="checkbox"/>	Illuminated <input type="checkbox"/>	Non-illuminated <input type="checkbox"/>
	Height:	Width:	Area:	Bldg Frtg:			

8.	Fire Protection System:	Type:	# of Heads:
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9.	Building and Site Data: (Applies to new construction or major remodeling only)		
	Use Group:	Construction Type:	Lot Size: (sq ft)
	# of Bedrooms:	# of Bathrooms:	# of Stories:
			Bldg. Height:
	Size of New Electric Service:		# of New Electrical Circuits:
	Area of Footprint:	1 st Floor Area:	2 nd Floor Area:
			Total Area:
	Occupants Per Floor:	Total Occupants:	# of Employees:
	Design Live loads	Floors:	Roof:
			Wind:
	Parking Spaces	Total:	Handicap:

This application shall be accompanied by complete sets of plans, 1/4" scale, max size 30" x 42", including all construction documentation (specifications, structural calculations, material lists, etc.), plat of survey of the premises showing the location of all existing and proposed structures, and grading plan. An appropriate plan review fee shall be paid at the time of the application.

OFFICE USE ONLY	
Plan Review Fees Paid	\$
Consultant Fees Paid	\$
Plan Review Fees Balance	\$
Consultant Fees Balance	\$
Permit Fee	\$
Permit Fee Balance	\$
Penalty (work without permit)	\$
Refundable Bond	\$
Sign Fee	\$
Civil/ Landscaping	\$
Fire Department	\$
Park Donation	\$
High Schools	\$
Elementary Schools	\$
Grading	\$
Golf Course	\$
Cultural Center	\$
Custom Home Surcharge	\$
Other	\$
TOTAL	\$

The Applicant hereby certifies to the correctness of the information provided and agrees to perform construction in strict compliance with all provisions of the Zoning Ordinance and the Building Regulations of the Village Code and Amendments thereto.	
Signature:	
Printed Name:	
Company Name:	
Address:	
City, State, Zip:	
Phone:	
Approved:	
Building Official	Date

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CONTRACTORS LIST

PROJECT NAME: _____

SITE ADDRESS: _____

TRADE	NAME	PHONE	ADDRESS, CITY, STATE, ZIP (Post Office Boxes are Unacceptable)	OFFICE USE
				LICENSE
Alarm				
Carpenter				
Concrete				
Drywall				
Electrician				
Excavator				
Fence				
Fire Sprinkler				
General				
Glass (Structural)				
HVAC				
Insulator				
Iron Work				
Irrigation				
Low Voltage				
Mason				
Plumber				
Roofer				
Sewer				
Sign				
Telephone				

- Electrician must furnish a copy of registration in municipality administering a test.
- Plumber must furnish a copy of Illinois state plumber license and contractor registration.
- Roofing contractor must provide copy of Illinois state license.
- For projects with value in excess of \$100,000 general contractor must furnish a copy of Certificate of Insurance covering the property (General Liability and Workman's Compensation), assigned to the Village of Vernon Hills, and showing the Village of Vernon Hills as an additional insured.
- All of the above information including copies of licenses are to be provided with the permit application, but in no case later than 2 days before permit is issued.