

**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](http://www.vernonhills.org)**

**PERMIT APPLICATION PROCESS- NEW CONSTRUCTION**  
**RESIDENTIAL USE GROUPS**

1. Submit a completed **Building Permit Application** and **Contractors List** along with the appropriate **plan review fee**.
2. Submit a signed “**Notice of Understanding**” form for Certificate of Occupancy requirements (Form may be obtained through the Building Division).
3. Submit an **Architectural Approval Letter** from the building owner/developer. (If applicable).
4. Submit a **Rescheck** signed and dated by the architect.
5. Submit **5 sets**, (30” X 42” max. paper size) of each of the following:
  - A. Permit Plat
  - B. Grading Plan
  - C. Construction plans sealed by an Illinois architect or structural engineer
  - D. Plumbing Plans
  - E. Electrical Plans and Calculations
  - F. Mechanical Plans
  - G. Construction Specifications
6. Submit **cut sheets / specifications** listing pertinent information and **manufacturer's installation guidelines** for the following:
  - A. Mechanical Equipment (Furnace/Air Conditioners)
  - B. Water Heaters
  - C. Skylights
  - D. Truss Certificates sealed by an Illinois structural engineer
  - E. Laminated Beams
7. Submit the yellow copy of the **Lake County Sewer and Water Permit** (Note: The building permit application will be accepted for plan review prior to us receiving this, but once approved, the building permit will not be released until we have a copy).
8. **Roofing contractors** shall submit a copy of their current State License. **Plumbing contractors** shall submit a copy of their current State License and Contractor’s Registration. **Electrical contractors** shall submit a copy of their Municipal Registration from a testing municipality prior to the building permit being issued.

9. When the cost of construction is in excess of \$100,000.00, the general contractor shall submit a **Certificate of Insurance** with the Village of Vernon Hills as an additional insured as well as the certificate holder prior to the building permit being issued.
10. Note: A **soil report** shall be **ON SITE** after the building permit has been issued, but prior to the footing inspection.
11. Note: A **Spot Survey** shall be submitted to the Building Division after the building permit has been issued, but prior to the installation and inspection of the treated sill plate.

A **spot survey** must show:

- A. Location of the foundation on the lot with measurements to lot lines.
- B. The top of foundation elevation in United States Geological Survey (USGS) datum for comparison to the plot plan.
- C. Variations in elevations in the top of foundation around the perimeter. Show steps in the top of the foundation as well.
- D. The elevation of the top of foundation of the neighboring house, if any, and road curb.