

Village of Vernon Hills Permit Checklist

Short checklist of most common requirements to secure a permit. Other information may be required.

RESIDENTIAL PERMITS

10 business day review

- Application
- Plat of Survey – 2 copies, highlighted
- Contract with homeowner signature
- HOA approval, if applicable
- Contractor List
- Electrician License
- Plumber License – 055/058
- Roof License
- JULIE Dig Number

Check the Permit Application & Handouts (and Permit FAQ link) for more information, including permit fees.

Note that the Village of Vernon Hills accepts cash or check, only, for permit fees.



Construction Hours
Monday-Friday: 7a to 7p
Saturday: 8a to 5p
No Sunday construction

Permit Applications & Information
www.vernonhills.org/permit

COMMERCIAL PERMITS

20 business day review

- Application
- Plan sets – 3 sets; 24x36
- Copy of Proposal
- Property Management Approval, if applicable
- Contractor List
- Electrician License
- Plumber License – 055/058
- Roof License
- LCPW Sewer Receipt (847-377-7500)
- LCHD Report (847-377-7950)
- Certificate of Insurance (COI)
Projects with value in excess of \$100,000, general contractor must furnish a copy of Certificate of Insurance covering the property (General Liability and Workers Compensation) assigned to the Village of Vernon Hills, showing the Village of Vernon Hills as additional insured.

Village of Vernon Hills Building Department

290 Evergreen Drive, Vernon Hills, IL 60061
Monday - Friday • 8:30 a.m. to 4:30 p.m.

847-367-3700



Contact JULIE to have underground services marked

- JULIE website – <https://www.illinois1call.com/>
- Call 811