

Village of Vernon Hills
Community Development Department
290 Evergreen Drive, Vernon Hills, IL 60061
Phone 847-367-3700 - Fax 847-367-2541 - <http://www.vernonhills.org>

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, 13, 14, 15, 18
Interior Signs	1, 13, 14, 15, 18
New/Existing Fire Sprinkler System	1, 5, 14, 15
Kitchen Hood Mechanical	1, 7, 14, 15, 17
Kitchen Hood Suppression	1, 6, 14, 15, 17
Fire Alarm	1, 8, 13, 15
Security System	1, 9, 13, 15
Elevator and Lifts	1, 11, 13, 14, 15
Voice & Data/ Telephone, Computer	1, 13, 14, 15
Re-Roof	1, 11, 13, 14, 15
Mechanical Work	1, 12, 13, 14, 15
Irrigation	1, 10, 13, 14, 15
Miscellaneous Construction	1, 2, 13, 14, 15
Site Development	1, 2, 3, 4

1. Submit a 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 five (5) 30" X 42" complete sets of construction documents. (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 (1 copy)
 - D. Architectural Plans
 - E. Plumbing & Mechanical Plans
 - F. Electrical Plans & Calculations
 - G. Construction Specifications
 - H. Specification Books
 - I. Other Pertinent Information
 - J. Com-checks (1 copy)

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 Pflingsten Road	
Northbrook, Illinois 60062	

Grivas-Krause Associates, Ltd.	Phone: 847-364-9110
617 E. Golf Road, Suite 107	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 separate permit applications and submission with a plan review fee.

5. Submit five (5) complete sets of Shop Drawings, Specifications, and Calculations for the Building Fire Suppression System.

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 three (3) complete sets of Fire Alarm Drawings and Documentation.
9. Submit two (2) complete sets of Security System Drawings and Documentation. Depending on the depth of the job and its cost, this permit may be issued directly over the counter, and no plan review fee required.
10. Submit three (3) sets of Lawn Irrigation Drawings on a Plat of Survey of the property.
11. Submit two (2) 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.
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.
18. Submit three (3) sets of sign layouts, drawn to scale, in full color and signed and approved by the building owner or landlord. If there is more than one sign being applied for, please provide three layouts for each sign. If applying for a monument or post sign, please also provide three (3) site plans indicating the location of the sign within the property lines. Include a \$75.00 plan review fee with application.

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

- A. 2018 International Residential Code with Local Amendments
- B. International Building Code 2018 with Local Amendments
- C. Current Illinois State Plumbing Code with Local Amendments
- D. 2017 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 2012
- I. The International Mechanical Code 2012
- J. The International Energy Conservation Code 2012
- K. The International Fuel Gas Code 2012 with Local Amendments
- L. Standard Specifications for Road and Bridge Construction, Illinois Department of Transportation
- M. Standard Specifications for Water & Sewer Main Construction in Illinois
- N. Lake County Public Works Department
- O. Lake County Watershed Development Ordinance