



**REVIEW PG 11 FOR PERMIT FEES**

- **NOT all permits have plan review fees.**
- *(If plan review fee calculation falls under \$25 ~\$25 is the minimum for plan review fee. If plan review fee calculation is over \$25, it is the calculation amount.)*
- All permit fees and calculations are on Pg 11 or you can call the Village Front Desk to inquire totals.
- One check can be written for all fees and turned in with application and requirements.

290 Evergreen - Vernon Hills, IL 60061 - (847) 367-3700  
Corner of Evergreen & Route 45

**RESIDENTIAL PERMIT INFORMATIONAL PACKET**

[www.vernonhills.org/permit](http://www.vernonhills.org/permit)

**2018 International Building Code with local amendments**

- 2018 International Residential Code
- 2018 International Energy Conservation Code
- 2014 Illinois State Plumbing Code
- 2018 International Mechanical Code
- 2017 National Electrical Code with local amendments
- 2018 International Fire Prevention Code with local amendments
- 2018 Illinois State Accessibility Code
- 2018 International Property Maintenance Code with local amendments



**VVH DROP OFF/RECEIVING PERMIT WITH LIMITED CONTACT OPTIONS**

**290 Evergreen, Vernon Hills 60061** - M-F: 830a-430p for permits

1. Mail/Drop in Parcel Basket with payment
2. Front Desk Service – Social distance/mask covering with payment
3. After 5pm or weekends - Outside VVH silver dropbox tower
- 4. Cash or check only, payable to Village of Vernon Hills**

**Accompanied paperwork requirements, if applicable to project**

- Electrician must furnish a copy of registration from 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.

**NO PERMITS NEEDED FOR:**

Like for like windows/doors (not changing dimension/header), garage sales, swing sets/play equipment, basketball hoops, tree removal, dumpster (must be on private property, not on sidewalk/street) – Check any non-permit items with HOA, if applicable)

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<ul style="list-style-type: none"><li>• \$25 Minimum for plan review fee is the lowest amount, anything after \$25.00 for plan review calculations is the plan review fee amount - (PRF) - <b>Ex: \$11.00 calculation, PRF is \$25.00 - If calculation is \$37.25 – PRF is \$37.25.</b></li><li>• Inspection Information</li><li>• Extended detail links for specified residential permits</li></ul>	

### GENERAL DIRECTIONS

- **FILL OUT APPLICATION IN ENTIRETY**  
Do not miss - Applicant Area & Signature Box, Contractor List Area, Email address - Please **PRINT** legibly.  
**Page 3:** Residential Permits except new construction    **Page 9-10:** New homes/additions
- Read orange highlighted areas on Pg 4 of the RESIDENTIAL PERMIT PACKET to decide if these areas apply to your permit and address within application and/or requirements. Read any areas of this residential permit guide that applies to your permit and gather the requirements as specified.
- Calculate fees – Option to pay in advance eliminates another trip and to email all documents to you. Fee calculation assistance is on the last page of this packet – Pg 11.
- Assemble permit package with requirements and pick a delivery and payment option, noted on the front page of this document or throughout the packet.

### REVIEW PG 11 FOR PERMIT FEES

- NOT all permits have plan review fees.
- (If plan review fee calculation (cost of job x .002) falls under \$25 ~\$25 is the minimum for plan review fee)
- **Ex – Plan Review Fee = \$11.24, \$25.00 is plan review fee - Plan Review Fee = \$37.00, \$37.00 is plan review fee**
- All permit fees and calculations are on Pg 11.
- One check can be written for all fees and turned in with application and requirements.

# Village of Vernon Hills

## General Residential Permit

APP # \_\_\_\_\_

PERMIT # \_\_\_\_\_



<b>Homeowner's Name</b>			
Address-City-Zip			
Phone Number/Email			
<b>Permit Type</b> 7-10 business day review * Over the Counter Immediate Release-No Plan Review Fees	<input type="checkbox"/> Deck/Pergola	<input type="checkbox"/> Driveway	<input type="checkbox"/> Electric/Plumbing
	<input type="checkbox"/> Fire Systems	<input type="checkbox"/> Patio	<input type="checkbox"/> Remodel
	<input type="checkbox"/> Shed	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Siding/Soffit*
	<input type="checkbox"/> Walkway	<input type="checkbox"/> Win Well	<input type="checkbox"/> Valves*
	<input type="checkbox"/> Fence	<input type="checkbox"/> Furnace/AC (HVAC)*	<input type="checkbox"/> Roof*
	<input type="checkbox"/> Solar	<input type="checkbox"/> Sewer repair*	<input type="checkbox"/> Water Heater*
	<input type="checkbox"/> Other:	_____	
Brief description of work being performed			
Value/Cost of Job	\$ _____	Over \$100,000 – Certificate of Insurance Required	
Materials used			
Measurements	CALL 811 JULIE IF DIGGING #		
<b>HOA Approval</b>	Approval letter or signature, if applicable		
<b>APPLICANT</b>	Proposal copy-homeowner's signature/amount must be included		
Address-City-Zip			
Phone Number/Email (Print)			
<b>BOND PAYER</b>			

VVH does **not** register contractors - License copies must accompany the application for electrician, plumber, and roofer.

Contractors	Name/Company, Address, Zip, Phone	License #	Expire Date
*Electrician			
*Plumber		055-                      058-	
*Roof			
Gen Contr			
Carpenter/ Drywall			
Concrete			
Fence			
HVAC			
Sewer			
Other:			

**APPLICANT REQUIRED SIGNATURE** - I hereby certify that the owner of record authorizes the proposed work, and that I have been authorized by the owner to make this application. Furthermore, I have read and examined this application and checklist. All provisions of laws and ordinances governing this work will be complied with, whether specified herein or not.

Printed Name/Business \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature \_\_\_\_\_

Permits expire ~ 1 year from release date

Date: \_\_\_\_\_

**VVH RECEIVING OPTIONS - 290 Evergreen, Vernon Hills 60061**

- M-F: 830a-430p for permits
- Regular Mail/Drop in Parcel Basket
- Front Desk Service – Social Distance/Mask Covering
- After 5pm – Outside silver tower drop box

**FEES**

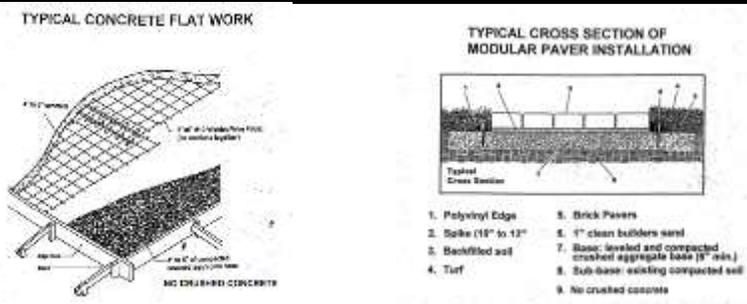
Plan Review Fee	\$ _____
Permit Fee	\$ _____
Refundable Bond	\$ _____
<b>TOTAL</b>	\$ _____

# Village of Vernon Hills Exterior Permits

Patios, Stoops, Walkways – For all permits fill out application Pg 3

**ORANGE AREA PERTAINS TO ALL EXTERIOR PERMITS**

<p><b>Application Reminders For All</b></p>	<ul style="list-style-type: none"> <li>• <b>Fill out Application with permit and refundable bond fees</b> (check or cash only – no credit card options available)             <ul style="list-style-type: none"> <li>○ Decks, pergolas, sheds from scratch and solar permits have plan review fees.</li> <li>○ To View VH Ordinances - <a href="#">CLICK HERE</a></li> <li>○ 10 business days review – if fees paid up front, receipts and permit are emailed.</li> </ul> </li> <li>• <b>2 copies Plat of Survey</b>- Find in closing papers or lending institution.             <ul style="list-style-type: none"> <li>○ Highlight work, note dimensions/measurements/distance from property line.</li> <li>○ *Fence - show location (highlighted), length of each section, and indicate distance from property line that <b>must</b> be within 12 inches.</li> <li>○ *Deck/Pergola – include foundation detail, sizes and location of all framing members, type of lumber, detail of attachments to house, details of stairs/rails when required. Show pier size &amp; spacing, beam size &amp; spacing with all dimensions.</li> <li>○ Shed – see shed information and link.</li> </ul> </li> <li>• <b>Provide a detailed cross section if applicable.</b></li> <li>• <b>HOA Approval (if applicable)</b> – See application - <a href="#">CLICK HERE FOR VH HOA LISTING</a></li> <li>• <b>Contract copy with H.O. signature</b> – Attach to application</li> <li>• <b>JULIE DIG number</b> – If applicable to project, see application for contact info</li> <li>• <b>**Stoops, Walkways, Driveways (Approach/Apron), Sidewalks Only**</b></li> <li>• <b>Fill out Soil Erosion Form</b> – <a href="#">CLICK HERE</a></li> <li>• <b>Right of Way Letter Waiver \$50.00</b> – <a href="#">CLICK HERE FOR ROW FORM</a> <ul style="list-style-type: none"> <li>○ Form needed if placing brick pavers or stamped concrete in driveway apron.</li> </ul> </li> </ul>
<p><b>General For All</b></p>	<ul style="list-style-type: none"> <li>• Patio/stoop may be located in any yard but cannot be located in any easements. Front/side yards, must not project more than 4ft from the principal building.</li> <li>• Patio/stoop having area combined with the area of other driveways, sidewalks, decks, pool equipment and accessory buildings, may not cover more than 40% required rear yard.</li> <li>• All - No spoils, construction materials, dumpsters, or equipment stored within the public right-of-way. Concrete washout confined to site, out of Right of Way. Sediment to be contained on-site.</li> <li>• All - Extreme care is to be taken to protect the existing utilities, pavement, curbs and sidewalks. Pavement, curb and sidewalk should be ramped or planked to avoid damage.</li> <li>• All - Damage to the Village Right-of-Way caused by any work shall be restored to satisfaction of the Village Engineer. The Village will perform pre-construction/post construction inspections to identify damage.</li> <li>• <b>Inspections</b> – Base/Post Holes/Piers and Final - Required Inspections are not automatic. Must call to avoid forfeit of completion bond. Comp Bond is refunded approx 3-5 weeks after final inspection approval(s) to bond payer.</li> </ul>
<p><b>Patios</b>  <i>\$0 Plan Review Fee</i></p>	<ul style="list-style-type: none"> <li>• Must be set back 6 ft minimum from any lot line.</li> <li>• Can be constructed of concrete or paving stones or bricks. (See Pictures)</li> <li>• Patios must be 4” minimum below the top of house foundation. Concrete/pavers cannot be in contact with house siding material or obstruct weep holes in masonry walls. Existing grades cannot be altered.</li> <li>• Concrete patios must be 4” minimum concrete on 4” minimum compacted crushed aggregate base (no crushed concrete). All areas over 5 ft wide must have 6”X6” #10 wire mesh imbedded in the concrete.</li> </ul>
<p><b>Stoops</b>  <i>\$0 Plan Review Fee</i></p>	<ul style="list-style-type: none"> <li>• Stoops/landings must be supported by 8” concrete frost walls or foundation wing walls reinforced with two #4 rebar. Stoops or landings must have intermediate supports or have structural reinforcement adequate for spanning between the supports. - Stoops must be 4” concrete minimum.</li> <li>• Flashing must be installed between concrete and wood. Any rotted wood must be replaced.</li> </ul>
<p><b>Walkways</b>  <i>\$0 Plan Review Fee</i></p>	<ul style="list-style-type: none"> <li>• Walkways can be located in any yard. Easement locations must have Village approval.</li> <li>• Walkway can be constructed in the same manner as a patio, except reinforcement mesh is not required for walkways that do not exceed 5 ft in width. See illustration for tread and riser requirements.</li> </ul>



# Village of Vernon Hills Exterior Permits

Driveways (Approach/Apron), Sidewalks – For all permits fill out application Pg 3

**ORANGE AREA PERTAINS TO ALL EXTERIOR PERMITS – PG 4**

## Driveways Aprons Approach

\$0 Plan  
Review Fee

- Maximum width of residential driveway can be no wider than the width of the garage. If no garage exists or current is less than 20 ft wide. Maximum driveway width is 20 ft, minimum is 10 ft.
- Residential driveway location has to be a minimum of 5 ft from property line and configured to meet the width of the driveway approach/apron at the property line.
- Driveway must be paved with 4" thick min. concrete/asphalt/paving bricks with 6X6 #10 wire mesh.(concrete)
  - Asphalt must be installed in 2 lifts with total thickness being not less than 2.5".
  - Replacement driveways – 1 lift, 2.5" may be substituted.
  - Driveway concrete slab must be pinned to foundation under garage slab with #4 rebar, 24" on center.
- Drive/apron width shall be 8-20 ft measured at property line, 24 ft maximum measured at back of curb.
- Residential lot that is less than 100 ft of street frontage is allowed 1 driveway approach only or one curb cut-**See Exhibit 34.**
- Residential driveway approach/apron – minimum 5 ft from adjoining property.
- Residential driveway approach/apron designed as shown in Exhibit 34, except the back of the existing curb may be neatly sawcut (with VH Pub Works Director approval) to provide a depressed curb as a substitute for the detailed depressed curb. VH Pub Works Director must approve and inspect before cut is made and assess for damage before any placement is made. Identified damage will be replaced to satisfaction of VH Pub Works Director– **See Exhibit 28.**
  - Constructed of Portland cement concrete.
  - *Alternate concrete materials* – approval of VH Pub Works Director – Drive aprons- and waiver absolving VVH from maintenance– signed by owner, developer, builder, and approved by VH Village Manager. Waiver is recorded on the deed to the property.
- New residential construction shall be 6" Portland cement concrete (IDOT Class S1-6.0), WWF 6X6-W2.9x W2.9 wire mesh placed and supported at mid-depth on a 4" compacted crushed limestone (CA-6) subbase. Must be dowled into existing curb per **Exhibit 28-A** Ordinance.
- Existing may be replaced in kind but aprons must conform to Village standards.

**Exhibit 34** - (Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19) [CLICK HERE TO VIEW](#)

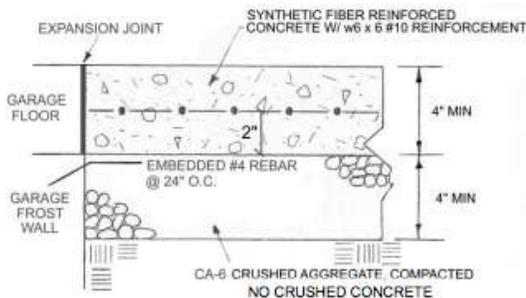
**Exhibit 28/28-A**- (Ord. No. 2013-053, § I, 11-19-13) [CLICK HERE TO VIEW](#) #35 FOR COMMERCIAL

## Sidewalks

\$0 Plan  
Review Fee

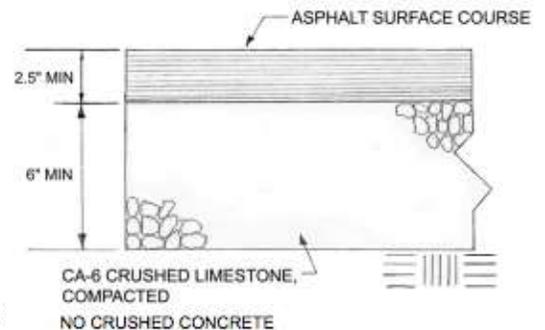
- *Private* - Constructed in same manner as driveway except reinforcement mesh is not required for walkways that do not exceed 5 ft in width. Concrete minimum 4" thick placed on minimum 4" CA6 crushed gravel (Pavers 6" gravel).
- *Public* – Sidewalks shall be constructed of 5" thick of Portland cement concrete (IDOT Class SI), except where it crosses through driveways, where sidewalk thickness must be increased to 6". **Exhibit 29**
- Two #5 steel reinforced bars to be installed in the sidewalk at all trench crossings extending at least 10 ft beyond the edges of the trench.

**Exhibit 29** - (Ord. No. 2013-053, § I, 11-19-13) - [CLICK HERE TO VIEW](#)

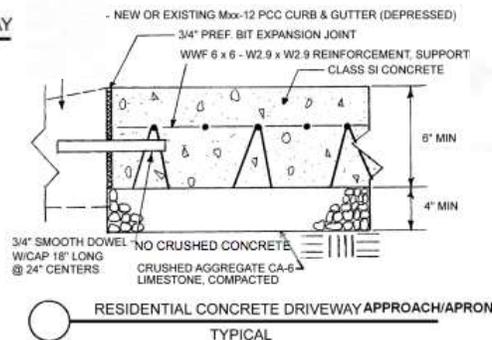


RESIDENTIAL CONCRETE DRIVEWAY

**NO MATERIAL OR SPOILS SHALL BE ALLOWED TO BE PLACED ON OR WITHIN THE PUBLIC RIGHT OF WAY**



RESIDENTIAL ASPHALT DRIVEWAY  
TYPICAL SECTION



RESIDENTIAL CONCRETE DRIVEWAY APPROACH/APRON  
TYPICAL

## Village of Vernon Hills Exterior Permits

Fence, Deck, Pergola, Shed, Solar – For all permits fill out application Pg 3

**ORANGE AREA PERTAINS TO ALL EXTERIOR PERMITS – PG 4**

<p><b>Fence</b></p> <p><i>\$0 Plan Review Fee</i></p>	<ul style="list-style-type: none"> <li>• Read all application reminders and general information on Pg.4 – orange highlighted area</li> <li>• Fill out application with fees.</li> <li>• VH Fence ordinances: Sec 4.8, 4.8.1, 4.8.2- <a href="#">TO VIEW CLICK HERE</a></li> <li>• Post holes must be a minimum of 42" deep, posts must be set in concrete.</li> <li>• Maximum fence height is 6 feet.</li> <li>• Fence must be located within 12" of lot line.</li> <li>• No side-by-side fences permitted.</li> <li>• Solid fences perpendicular to drainage easements must be a minimum of 6" above grade.</li> <li>• Fence may not meet pool barrier requirements – see VH pool permit information.</li> <li>• Must have an opening or gate in any fence enclosures and must be 50% see through.</li> <li>• <b>DISCLAIMER:</b> The Village of Vernon Hills is not responsible for fence locations. Owners shall make sure that the Plat of Survey prepared is by a licensed land surveyor and used to lay out a fence.</li> </ul>
<p><b>Deck</b></p> <p><i>Plan Review Fee</i></p>	<ul style="list-style-type: none"> <li>• Located at least 7 ft from the side and rear property lines. If a house wall is closer than 7 ft to property line, a deck can be built no closer to a property line than the house wall.</li> <li>• Cannot be located on any recorded easement.</li> <li>• Deck area, when combined with the area of other structures located in the rear yard, shall not exceed 40% of the total rear yard area.</li> <li>• Decorative trellises or gazebos may be built no closer than 7 ft to the rear and side lot lines.</li> <li>• Overhead electrical wires must be at least 10 ft above the highest walking or seating surface of the deck.</li> <li>• Holes for deck support posts (piers) must be dug at least 42" below existing grade. Pier size is determined by how many sq ft of deck the pier is supporting.</li> <li>• A deck that is 18" or more above grade shall have a guard rail at least 36" high. The distance between the balusters shall not exceed 4". Stairs with 2 steps or more shall have handrails, 34" high as measured vertically from the nose of the stair tread.</li> <li>• Decks must be designed to support a live load of 40 pounds per square foot.</li> <li>• Deck stairs include: Risers not more than seven and three quarters (7-3/4) inches. All risers must be equal. Treads of not less than 10" as measured nose to nose. All treads must be equal. Steps shall bear on a concrete pad supported by piers. No open risers over 4" permitted.</li> <li>• All exposed surfaces of decks in Gregg's Landing located on property abutting the White Deer Run Golf Course shall be constructed of cedar. All cedar must be painted, stained or sealed prior to final inspection.</li> </ul>
<p><b>Pergola</b></p>	<ul style="list-style-type: none"> <li>• 42" post holes, 3 feet away from any structure, 10' height maximum.</li> <li>• Plan review fee, permit fee, refundable bond fee</li> </ul>
<p><b>Shed</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">CLICK HERE FOR VH SHED PERMIT INFORMATION</a></li> <li>• \$0 Plan Review Fees for Kits - Plan review fee, permit fee, refundable bond fee</li> <li>• Plan Review Fee for sheds from scratch - Cost of job x .002 for sheds made from scratch, \$25 minimum.</li> <li>• Not allowed in drainage or utility easements.</li> </ul>
<p><b>Solar</b></p>	<ul style="list-style-type: none"> <li>• Plan Review Fee - Cost of job x .002, \$25 minimum, permit fee, refundable bond fee</li> <li>• 3 sets of plans (collated), 3 sets of Structural agreement services document (collated).</li> <li>• 1 copy of contract with homeowners signature and cost of job.</li> <li>• Copy of electrician license.</li> <li>• <b>Please have correctly noted on the sets of plans, the following.</b> <ul style="list-style-type: none"> <li>○ IMC or RMC on the Exterior of the Building</li> <li>○ 2 ground rods at electric service</li> </ul> </li> </ul>

### Other Permits with Separate Applications – Click on specified permit

[Residential Pool Hot tub Permit](#)

[Residential Party Tents Permit](#)

[Residential Generator Permit](#)

**Not all residential permits have plan review fees**  
 See Pg 11 for more info and all fees involved.

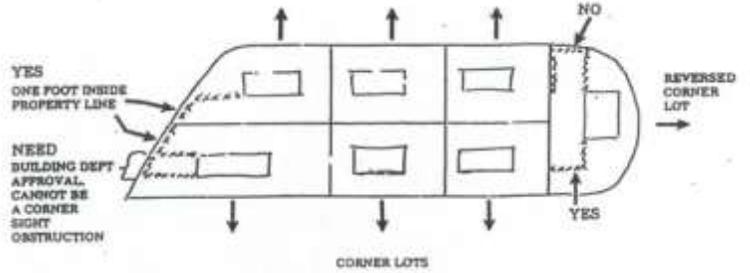
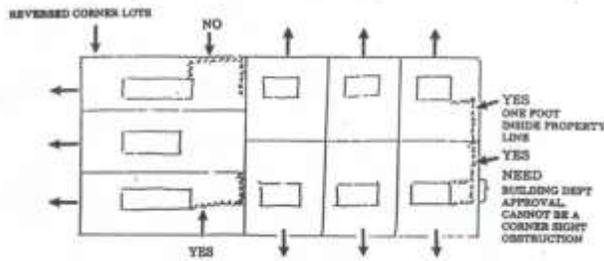
# FENCE

Fig. 14

VERNON HILLS CODE

FIGURE 14. RESIDENTIAL SIDE YARD ADJOINING A STREET - FENCE LOCATIONS

Permitted Fences in a Side Yard Adjoining a Street

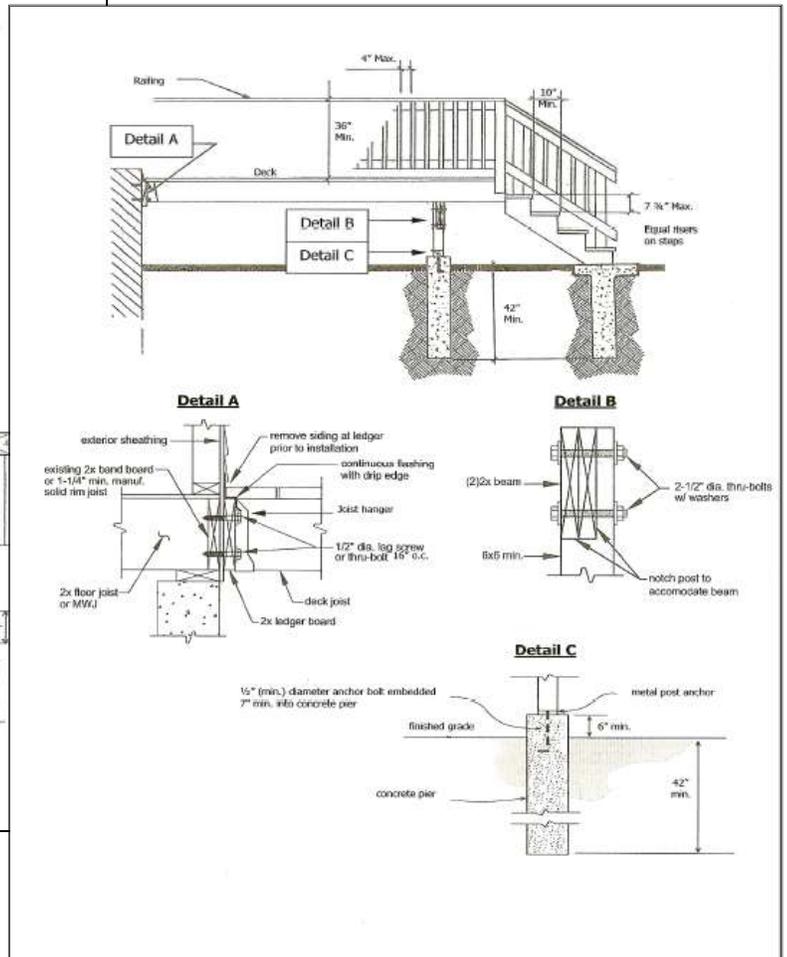
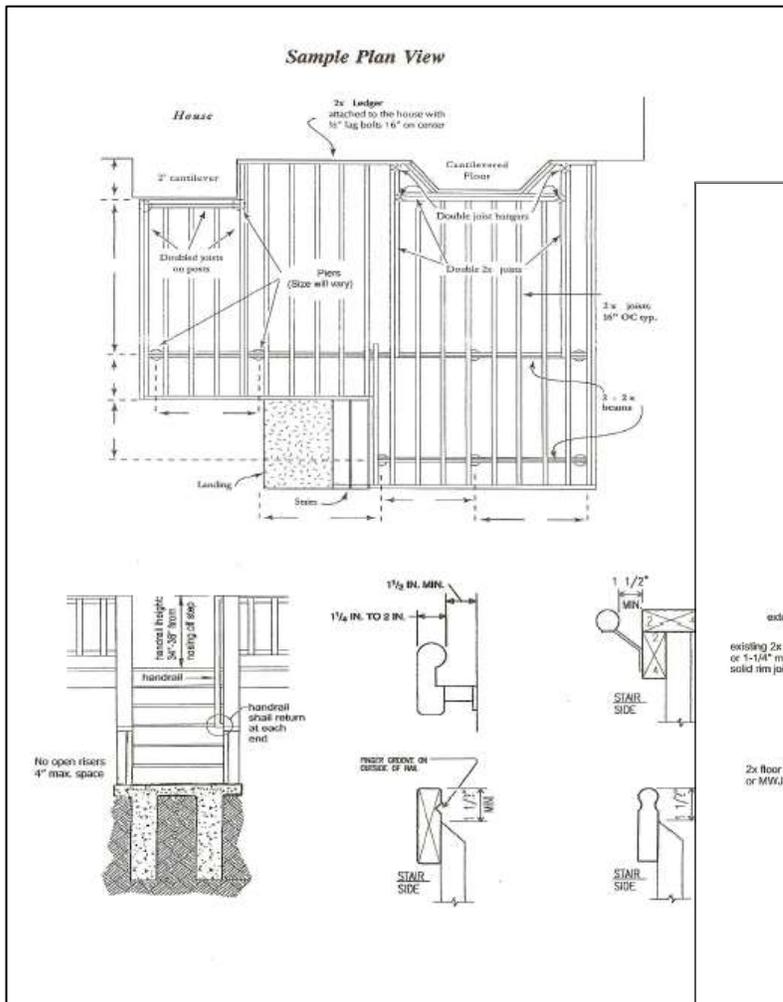


↑ Indicates legal front direction.

XXXXX Indicates a fence

Note—All fences permitted in the side yard adjoining a street must stay inside the property line by one foot, minimum.  
(Ord. No. 428, § 3(B), 5-17-83)

# DECK SAMPLE PLAN



**Village of Vernon Hills Over the Counter Permits** *(Immediate Release Permits)*

<p><b>AC/FURNACE</b>          Please note on app of condenser location.           Plat/site map if A/C is removed.   <b>Inspections:</b>          Final only   <b>Fees:</b>          Permit and Completion Bond Only</p>	<p><b>ROOF</b>          1. Maximum layers - 2          2. Existing roofing removal- all decayed wood must be removed and replaced.          3. A minimum of 15# asphalt felt paper must be applied when roofing over plywood and the roof pitch is 4/12 and greater. If the roof pitch is less than 4/12, 30# felt or 2 layers of 15# felt is required.          4. Existing roof vents should be replaced and soffit vents checked for obstructions. Roof ventilation must comply with current code requirements. Additional venting may be required.          5. Ventilation requirements – see chart on handout, link below.          6. A shingle with a minimum 25 year warranty is required. Cedar Shakes are required in the Sugar Creek, Pebble Beach, Royal Birkdale and Sawgrass.          7. <b>Ice/water shield</b> is required from the roof eaves edge to a point at least 24” (2 ft) inside the exterior building wall line along its perimeter and six feet along the entire valley area. (Code 905.2.7.1).          8. No equipment, construction materials can be deposited/stored in Right of Way.   <b>Roof Ordinances - <a href="#">CLICK HERE</a></b>  <b>Inspections:</b> Final only      <b>Fees:</b> Permit and Completion Bond Only</p>
<p><b>SEWER/EMERGENCY REPAIRS</b>   <b>Inspections:</b> Sewer repair needing immediate inspections, call with permit number   <b>Fees:</b>          Permit and Completion Bond Only</p>	<p><b>SIDING/SOFFIT</b>          1. Minimum thickness, aluminum siding - .024" or .019" with backer board.          2. Minimum thickness, vinyl siding is .044".          3. New siding installed over approved bldg wrap (tyvek, typar, felt paper, etc.)          4. Before installing a new soffit, the old vents should be removed, where possible.          5. New aluminum soffit panels shall be installed so that at least every 3rd panel is ventilated.          6. Provide house numbers – minimum 4” tall and visible from street   <b>Ordinances - <a href="#">CLICK HERE</a></b>  <b>Inspections:</b> Final only      <b>Fees:</b> Permit and Completion Bond Only</p>
<p><b>WATER HEATER LOCATION REQUIREMENTS:</b>          1. Must be in accessible location with adequate combustion air.          2. Gas water heaters cannot be in habitable rooms (bedrooms, living rooms etc.), hallways, bathrooms unless they are enclosed in a closet designed for that purpose (adequate combustion air, floor drain, adequate flue clearance/enclosure, etc).   <b>Inspections:</b> Final only  <b>Fees:</b>          \$50.00 completion bond only   <b>TANKLESS PERMIT NOT NEEDED</b></p>	<p><b>WATER HEATER INSTALLATION REQUIREMENTS:</b>          1. Must be installed by a State of Illinois/City of Chicago Licensed Plumber or, in the case of a single family dwelling, by an owner who is also the occupant.          2. Shut-off valve to cold water line, to each water heater-close as possible to tank.          3. A new pressure-temperature relief valve shall be installed with every new water heater. Discharge line must be metallic pipe and located as not to create a safety hazard or cause damage to the building or its contents. When piped into a floor drain, a fixed one (1) inch air gap shall be maintained.          4. All water heaters installed above the elevation of the plumbing fixtures, ceiling or attic shall be equipped with a vacuum relief valve in the cold water inlet pipe.          5. We require that all water heaters that are installed on the second floor or above, be installed in a safe-pan with a drain piped to the floor drain.          6. All flue pipe sections and fittings shall be properly screwed and supported.          7. All gas water heaters shall be equipped with a gas shut-off valve. All electric water heaters shall be equipped with a disconnect switch.          8. When connecting dissimilar metals (steel pipe of a water heater to the copper piping of the house), dielectric unions shall be used.</p>

**Over the counter separate application and handout information**

Irrigation with grass present - [CLICK HERE FOR APPLICATION](#)

**IL requires test certificate form to be filled out and sent to State by applicant/contractor** - [CLICK HERE](#)

Irrigation final inspections require RPZ reports

**General Application on Pg 3**



**Village of Vernon Hills**  
**Residential New Construction Permit**

APP # \_\_\_\_\_ PERMIT # \_\_\_\_\_

PROPERTY INFORMATION (please print/type)	
Property Address: _____	Lot Number: _____
Estimated Market Value of Work: \$ _____	
Type of Project (check applicable):	
<input type="checkbox"/> New Construction      Garage <input type="checkbox"/> Addition* _____ (Floor) <input type="checkbox"/> Attached <input type="checkbox"/> Detached	
<input type="checkbox"/> Basement included <input type="checkbox"/> Remodel of _____	
Brief description: _____	
Use Group - _____ Construction Type: _____ Lot Size: _____ SQFT	
# Bedrooms _____ # Bathrooms _____ # Stories _____ Building Height: _____	
Size of New Electrical Service _____ # New Electrical Circuits _____ # Fixture Types _____	
Area of footprint _____ 1 <sup>st</sup> Floor Area _____ 2 <sup>nd</sup> Floor Area _____ Total Area _____	
JULIE Dig Number: _____	<a href="https://www.illinois1call.com/">https://www.illinois1call.com/</a>

**VVH RESIDENTIAL LINKS OF BUILDING AND PERMIT INFORMATION**

*\*Fill forms out where applicable*

Residential Single Family Building Requirements	<a href="#">CLICK HERE FOR THE PERMIT PROCESS</a>
Residential Single Family Engineering Requirements	<a href="#">CLICK HERE FOR ENGINEER REQUIREMENTS</a>
Soil Management and Erosion Control Guidelines	<a href="#">CLICK HERE</a> <a href="#">CLICK HERE 2</a>
Forms: Soil/Sediment    Right of Way Waiver	<a href="#">CLICK HERE SEDIMENT</a> <a href="#">CLICK HERE FOR ROW FORM</a>
Residential Schedule of Pre-Inspections	<a href="#">CLICK HERE FOR PRE-INSPECTIONS GUIDE</a>
Residential Schedule of Inspections	<a href="#">CLICK HERE FOR INSPECTIONS GUIDE</a>
Residential Certificate of Occupancy Checklist	<a href="#">CHECK HERE FOR COO CHECKLIST</a>
Residential Room Addition Permit	<a href="#">CLICK HERE FOR ROOM ADDITION PERMIT INFORMATION</a>
Residential Remodel & Basement Remodel Information	<a href="#">CLICK HERE FOR BASEMENT/REMODEL DIRECTIVES</a>

**FEES**

Plan Review Fees	\$		<input type="checkbox"/> Paid
Permit Fee	\$		
Refundable Bond	\$		
Fire District Fees	\$		
Civil/Landscaping	\$		
Park Donation	\$		
High Schools	\$		
Elementary Schools	\$		
Grading	\$		
Golf Course	\$		
Cultural Center	\$		
Custom Home Surcharge	\$		
Other/Penalties	\$		
<b>TOTAL</b>	<b>\$</b>		

Building Permit Fees - [CLICK HERE](#)

**APPLICANT INFORMATION**

Signature: _____
Applicant Name: _____
Business Name: _____
Address: _____
City/State/Zip _____
Phone: _____
Email: _____

**BOND PAYER:**

*Applicant certifies that the owner of record authorizes proposed work, and has been authorized by the owner to make this application. All provisions of laws and ordinances governing this work will be compiled with, whether specified herein or not. Fill out this page/ Contractors List*

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>PROPERTY OWNER INFORMATION</b>	
Owner Name(s):	
Phone:	Email:

**CONTRACTOR LIST**

Trade	Business Name	Phone	Full Address with Zip Code	License/Expire
<i>*Electrician</i>				
<i>*Plumber</i>				<b>055- 058-</b>
<i>*Roofer</i>				
Architect				
Carpenter				
Concrete				
Drywall				
Excavator				
<b>GC</b>				
Glass				
HVAC				
Insulator				
Iron Wk				
Irrigation				
Low Voltage				
Mason				
Sewer				

Certificate of Insurance required for over \$100,000.

**VVH does not license contractors** – License copies of electrician, plumber (055/058), roofer are required.

**The construction codes used for all types of construction are as follows:**

- 2018 International Building Code with local amendments
- 2018 International Residential Code
- 2018 International Energy Conservation Code
- 2014 Illinois State Plumbing Code
- 2018 International Mechanical Code
- 2017 National Electrical Code with local amendments
- 2018 International Fire Prevention Code with local amendments
- 2018 Illinois State Accessibility Code
- 2018 International Property Maintenance Code with local amendments

***VH Ordinances*** - [CLICK HERE](#)  
***Development Codes*** - [CLICK HERE](#)

# RESIDENTIAL PERMIT CALCULATION ASSISTANCE

*Not applicable to New Homes*

<b>PLAN REVIEW FEES</b> <b>\$0.00</b> – Siding, Roof, Water Heater, AC/Furnace, irrigation sprinkler with existing grass, driveway, fence, patio, walkway, shed kit, emergency sewer repair, seal coat with no repairs <i>All other projects</i> – Total cost of job x .002, minimum \$25.00 - if calculation falls under \$25.00. If Plan Review Fee calculation goes over \$25.00, the fee is that calculation.	
<b>Insert cost here →</b>	
<b>PERMIT FEES</b> <b>Is the cost of the job less than \$1500.00?</b> \$30.00 <b>Is the cost of the job range \$1501-5000.00?</b> \$50.00 <b>Is the cost of the job more than \$5001.00?</b> Cost of job X 1%	
<b>Insert cost here →</b>	
<b>REFUNDABLE BOND FEES</b> ( <i>Completion bond</i> ) <b>Is the cost of the job less than \$5000.00?</b> \$50.00 <b>Is the cost of the job range \$5001-15,000.00?</b> \$150.00 <b>Is the cost of the job more than \$15,001.00?</b> Cost of job X 1%	
<b>Insert cost here →</b>	
<b>ADD ALL LINES – TOTAL HERE →</b>	

**What is a completion (refundable) bond fee?** (*Known as a cash bond*)  
 The completion bond is a guarantee that final inspections will be completed for the project. Once the project is completed and closed, this cash bond will be refunded to the payer, **3-5 weeks after final inspections** are completed. All inspections have to be called in with permit number and scheduled by a designee of the permitted project to avoid forfeit/loss of the completion bond refund. The Village does not automatically set up inspections. (*Refer to actual permit placard for permit number and phone number to call for inspections.*)

**CASH OR CHECK ONLY, PAYABLE TO VILLAGE OF VERNON HILLS**

**NEW HOMES HAVE SEPARATE FEES AND CALCULATIONS  
 FOR NEW HOMES CONTACT (847) 367-3700**

**Inspection Note:**

Inspections are Monday through Friday only. The cut-off for booking next day inspections is 3:30pm. We are not able to do same day or weekend inspections. Outdoor and commercial inspection choices are as follows: AM inspections occur 830am-1130am and PM inspections occur 1pm-2:30pm. Fire Department and residential inside inspections are booked as specific times occurring 830a-1130a and 1p-230p. Please be patient to the wait time, as inspectors can have up to 30 inspections and map out their schedules accordingly, however, unforeseen circumstances and emergencies can arise causing delays. Permit placard must be posted and applicable plans to the specified inspection must be onsite and accessible. If these plans are not available, a failed inspection can result.

**BUILDING PERMIT FAQ's - [CLICK HERE](#)**

- [Residential Landscape Irrigation Permit](#)
- [Residential Basement Remodel Permit](#)
- [Residential Deck Permit](#)
- [Residential Driveways, Apron, Public Walk Permit](#)
- [Residential Fence Permit](#)
- [Residential Furnace and Air Conditioner](#)
- [Residential Landscape Irrigation Permit](#)
- [Residential Patio, Stoop, Walkways Permit](#)
- [Residential Re-Roof Permit](#)
- [Residential Room Addition Permit](#)
- [Residential Shed Permit](#)
- [Residential Siding, Soffit, Fascia Permit](#)
- [Residential Water Heater Permit](#)



**If you are looking for an extended version of a specific residential permit with lengthened details, you can click on any of the links – you can use the general app within the links or Page 3; general application.**

