



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

COMMERCIAL INFORMATIONAL PACKET
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

1. Mail/Drop in Parcel Basket
2. Front Desk Service – Social distance/mask covering
3. M-F: 830a-430p for permits
4. After 5pm or weekends - Outside VVH silver dropbox tower
5. 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.

All projects with Plan Review Fees are a \$75.00 minimum.

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**The General Permit Application (Pages 8-9) can be used as many times as needed. Applicant or project designee is responsible for what permits are needed and applicable to the project along with submissions and calling in inspections. Information within this packet is an overall of information and each area might not be needed within every project.*

CHECK BUILDING PERMIT PROCESS DOCUMENT FOR GUIDANCE

[CLICK HERE](#)

GENERAL DIRECTIONS

- **FILL OUT APPLICATION** Please **PRINT** legibly.
Pg 7: Commercial Sign Permit **Pgs 8-9:** Commercial General Permit Application
- Read specified areas/pages that apply to your permit and gather the requirements as specified.
- Calculate Plan Review Fees if it applies to your permit and pay with permit submission.
Assistance on PG 13 of this packet.
- Assemble permit package with requirements, plan review fee if applicable, and pick a delivery option, noted on the front page of this document or throughout the packet.

Village of Vernon Hills Fire System Permits

Fire Alarm - Fire Sprinklers - Ansul - Mechanical Hoods

VH FIRE DEPT CONTACTS

Lincolnshire Riverwoods Fire Dept

(Vernon Hills South/Corporate Woods Areas)

671 Woodlands Parkway, (847) 634-2512

Countryside Fire Department

(Vernon Hills North/Continental Executive Park)

600 Deerpath, (847) 367-5511

SUBMIT APPLICATION/PLANS

Lisa Fischbach – (847) 918-3562

Mailing Address

Village of Vernon Hills

Attn – Lisa Fischbach

290 Evergreen, Vernon Hills, IL 60061

MECHANICAL HOOD

See NFPA 96 and International Mechanical Code for a complete submittal list.

- Drawings shall be job specific. Manufacturer's generic drawings alone are not acceptable.
- Complete hood, duct, and mounting dimensions. Plans must include section views of all areas that exhaust ducts pass through, including type of construction, clearances, etc.
- A front view of the hood installation including the cooking appliance lineup.
- Exhaust and makeup air (if provided) fan installation details.
- Hood and duct materials (e.g. type and gauge of metal).
- Locations of required cleanouts.
- Roof plan view detail showing the exhaust fans and all equipment within 15 feet.
- Specify method to be used for interlocking use of cooking appliances with turning on the exhaust fans.
- Specify method used for turning on makeup air fans (if any) when the hood exhaust fans are on.
- Plan must show job name, address, and installing mechanical contractor information.
- Specific information and manufacturer's UL or ETL listing must be provided for all Hoods calculated for other than International Mechanical Code requirements.
- Complete calculations (exhaust cfm, velocity, makeup air) must be shown for both the CFM and FPM used in sizing the exhaust duct and fan.
- Provide data sheets for all equipment including hoods, fans, grease filters, duct insulating wrap, etc.
- 3rd party review – Full 20 business days for plan review.

FIRE ALARM

Countryside Fire Department Only:

- If the building is protected by Fire Sprinklers, the Fire Alarm Control Panel must also be sprinkler supervisory listed.
- Open wiring is acceptable above dropped ceilings.
- Non accessible wiring due shall be installed in conduit.
- Plenum area wiring and wiring support must be plenum-rated.
- All penetrations through walls or ceilings shall be installed in conduit.
- All wiring splices to be done in junction boxes.
- All fire alarm devices to be installed in junction boxes.
- Fan shut down cannot be wired through the thermostat wiring.

Countryside/Lincolnshire RW Testing Procedures:

- Installer will pretest the entire system, (tamper, water flows and fire pump functions (if applicable), prior to acceptance test.
- Final inspection required. Min. of 2 contractor personnel with radios must be also present.
- Testing of smoke detectors with smoke or other acceptable aerosol.
- Signage circuits tested by measuring the voltage at each End-of-line resistor. The voltage must fall into the operating range of the device.
- Once testing completed, contractor provides VVH with 2 full as-built sets and a cert. of compliance.

VH Fire Sprinkler Ordinances - [CLICK HERE](#)

VH Fire Stopping Information - [CLICK HERE](#)

New/Existing Fire Sprinkler System

1. Submit 3 complete sets of Shop Drawings, Specifications, and Calculations for the Building Fire System applying for.
2. All initial and follow-up correspondence and documentation to be submitted to the Community Development Division directly.
3. Note # of heads in job scope of application.
4. Fire Department permit fees are notified upon approval.

Kitchen Hood Suppression

1. Submit 3 complete sets of Shop Drawings and Calculations for Kitchen Hood Fire Extinguishing System.
2. All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly.
3. LCHD approval letter required for all cooking equipment kitchens.
4. Fire Department permit fees are notified upon approval.

Kitchen Hood Mechanical

1. Submit 3 complete sets of Shop Drawings and Calculations for the Kitchen Hood Exhaust System.
2. All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly.
3. LCHD approval letter required for all cooking equip kitchens.
4. Fire Department permit fees are notified upon approval.

Fire Alarm

1. Submit 3 complete sets of Fire Alarm Drawings and Documentation.
2. All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly.
3. Fire Department permit fees are notified upon approval.

Fire Department Permit Fees come after review process

Up to 20 business days –commercial reviews/Up to 10 business days - residential reviews

Village of Vernon Hills Parking Lot/ Road Maintenance Permits

Parking Lot and Road Maintenance

*Removal-replacement – concrete/asphalt
 Milling/pavement overlay – structure repair
 Curb, gutter, sidewalk removal/replacement
 Drainage improvements*

REQUIREMENTS NEEDED TO SUBMIT/SUMMARY

- General Commercial Application
- 4 copies – site plan/plat of survey with location of improvements, repair strategies, include striping and signage within limits of work.
- 2 copies- proposal, method of work, description, owner signature and costs.
- VH Engineering Division will perform a site inspection providing comments and recommendations.
- Landlord/Property Management Approval.
- Use of coal products is prohibited Ord 2018-030.
- 15-20 business day review time.
- Engineering fee (permit) and refundable bond fees. Letter of credit as deemed necessary.
- Resubmit after review comments have been addressed.

REFERENCE

VH Ordinance 2018-030

Section 302.3.1 - [CLICK HERE](#)

[CLICK HERE FOR EXHIBIT VIEW](#)

- **Exhibit 28** - (Ord. No. 2013-053, § I, 11-19-13)
- **Exhibit 28-A** - (Ord. No. 2013-053, § I, 11-19-13)
- **Exhibit 29** - (Ord. No. 2013-053, § I, 11-19-13)
- **Exhibit 30** - (Ord. No. 2004-88, § I, 8-17-04; Ord. No. 2013-053, § I, 11-19-13)
- **Exhibit 36** - (Ord. No. 2001-55, § II, 8-7-01; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)
- **Exhibit 44** - (Ord. No. 2002-13, § I, 8-7-01; Ord. No. 2003-47, § I, 7-1-03; Ord. No. 2004-107, § I, 11-1-04; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)
- **Exhibit 45** - (Ord. No. 2002-13, § I, 8-7-01; Ord. No. 2003-47, § I, 7-1-03; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)

IL Administrative Code 71 - [CLICK HERE](#)

[CLICK HERE FOR ILLUSTRATIONS](#)

- Section 400, Illustration B, Figures 9-10
- Section 400.ILLUSTRATION C "Parking Sign"
- Section 400.ILLUSTRATION D "\$250 Fine" Sign

Sealcoat, Crack-sealing, Re-striping

REQUIREMENTS NEEDED TO SUBMIT/SUMMARY

1. General Commercial Application.
2. Landlord/Property Management Approval.
3. Use of coal products is prohibited Ord 2018-030.
4. **If no repairs are involved:**
 - Immediate issuance with \$0 fees.
 - 1 copy of sitework picture plan and 1 copy proposal.
5. **If repairs are involved:**
 - 4 copies – site work plan, .
 - 2 copies- proposal, method of work, description, owner signature and costs.
 - VH Engineering Division will perform a site inspection providing comments and recommendations.
 - 15-20 business day review time.
 - Engineering fee (permit) and refundable bond fees. Letter of credit as deemed necessary.
 - **YELLOW PAINT REMINDER FOR HANDICAP PK SPACES**
 - *Handicap parking striping, 2 coats*

REFERENCE

VH Ordinance 2018-030

Section 302.3.1 - [CLICK HERE](#)

[CLICK HERE FOR EXHIBIT VIEW](#)

- **Exhibit 36** - (Ord. No. 2001-55, § II, 8-7-01; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)
- **Exhibit 44** - (Ord. No. 2002-13, § I, 8-7-01; Ord. No. 2003-47, § I, 7-1-03; Ord. No. 2004-107, § I, 11-1-04; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)
- **Exhibit 45** - (Ord. No. 2002-13, § I, 8-7-01; Ord. No. 2003-47, § I, 7-1-03; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)

IL Administrative Code 71 - [CLICK HERE](#)

[CLICK HERE FOR ILLUSTRATIONS](#)

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All striping and signs must conform to current ADAAG and Village Codes

IRRIGATION PERMITS

[CLICK HERE TO GO TO PERMIT AND SEPARATE 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

VILLAGE OF VERNON HILLS

RACKING PERMIT



- Commercial Application and Plan Review Fee (.002 X cost of job) - \$75 minimum
 - *Cash or Check only – payable to the Village of Vernon Hills*
- 4 copies of plans/prints minimum
- Proof of Management Approval if leased space.
- **Certificate of Insurance - If cost of job is over \$100,000.**
 - **Note** – Must show covering the property (General Liability and Workmen's Comp), assigned to the Village of VH as the **Certificate Holder** and showing the Village of VH as an **additional insured**.

Plan Review can take up to 20 business days

Reviewed by Commercial Building Inspector and Fire Department

REQUIREMENTS:

- All fixtures must have proper width for aisles.
- There shall be a 3 ft clearance from the ESFR sprinkler heads to the storage.
- All racking needs to be mesh or proper shelving. No solid shelving is to be used.
- Exit routes must be shown on plans – onsite inspection of these routes will be verified during inspections.
- Exit signs are to be located at the end of each aisle.
 - Signs are to be illuminated.
 - Must have a backup power source.
- Sufficient emergency lighting fixtures shall be supplied to indicate and illuminate all required exit access and exit discharge areas.
 - Entire path to be illuminated to a minimum of 1-foot candle to the floor.
 - A function test is required at inspection.
 - Additional emergency may be required.
- Existing hose stations shall be clear and unblocked. They shall be situated through the warehouse every 130 ft.
- Fire extinguishers must be shown on the plans and shall be 10-lbs.
- Proper flue spaces shall be maintained when stock is placed on racking.

INSPECTIONS

1. STOCKING/ROUGH INSPECTION – If stocking shelves.

2. FINAL INSPECTION

*Both inspections will have the Fire Department and Building Inspector present.

QUESTIONS

Commercial Building Inspector – Dave Griffith – davidg@vhills.org - 847-918-3585

Fire Department:

Countryside Fire – 847-367-5511 (VH North/Continental Executive Park)

Lincolnshire Riverwoods Fire – 847-634-2512 (VH South/Corporate Woods)

Permit Pickup Notification

Permit fee, refundable bond fee, fire department fee totals given –

Double permit fee penalty for work already in progress

Cash or Check only – payable to the Village of Vernon Hills

VILLAGE OF VERNON HILLS

SITE PERMIT



Fill out commercial application

Fill out demolition permit if needed

If you will need a trailer permit– this is included in the sitework permit.

Send 4 sets of printed plans (24x36) with permit application

When required, submittals shall be provided to the Lake County

Department of Public Works – (847) 377-2000

Mailing address or drop off:

290 Evergreen, Vernon Hills 60061 - Attn – Building Department

Certificate of Insurance is required for job costs over \$100,000.00 - Covering the property (General Liability and Workmen’s Comp), assigned to the Village of VH as the **Certificate Holder** and showing the Village of VH as an **additional insured**.

VH Public Works Engineering/Landscape Division will review the plans within 20 working days.

- Make sure indication of Engineer, Landscape and Architect probable costs.
 - (This is also known as EEOP -Engineers Estimate of Probable Costs)
- VH Engineering/Landscape Division will release the engineering/landscape fees and any need of a performance bond/letter of credit with review.
- Storm water submittals shall be sent to the Village Engineer.

Contact Information regarding site permit work:

Steve Maslov - 847-918-3590 - stevem@vhills.org

Josh Hansen - 847-918-3591 - joshh@vhills.org

Contact Information regarding Performance Guarantee (Letter of Credit), if required:

Lisa F - 847-918-3562 - lisaf@vhills.org

Watershed Permit Information – when required to submit, please submit the WDO application as part of your permit. Should a wetland permit be required, the same form is used and should be submitted to the **Lake County Stormwater Management Commission**.

QUESTIONS - Contact David Brown – (847) 918-3544
[CLICK HERE FOR WATERSHED PERMIT APPLICATION](#)

DIGGING - CONTACT J.U.L.I.E

www.illinois1call.com **CALL 811 OR CALL 800-892-0123**

LOW VOLTAGE PERMITS - IMMEDIATE RELEASE – OVER THE COUNTER
[CLICK HERE FOR LOW VOLTAGE PERMIT](#)

Village of Vernon Hills
Sign Permit Application

APP # _____ PERMIT # _____



BUSINESS NAME:		
<i>Business Address:</i>		
<i>Business Email:</i>		<i>Business Phone:</i>
SIGN CONTRACTOR:		
<i>Company Address:</i>		
<i>Company Email:</i>		<i>Business Phone:</i>
APPLICANT:		
<i>Name & Business Address, City, Zip</i>		
<i>Applicant Email:</i>		<i>Applicant Phone:</i>
BOND PAYER		
ELECTRICIAN:		<i>* Include if sign is illuminated</i>
<i>Electrician Address</i>		<i>Include copy of electrician license Expiration License Date:</i>
JOB COST:	\$	<input type="checkbox"/> Plan Review Fee \$75.00 due at submitting time Permit Fees \$ _____ Sign Fee \$ _____ Comp Bond \$ _____ TOTAL \$ _____
SCOPE OF JOB:		

<p>Sign Information:</p> <p><input type="checkbox"/> # Temporary signs _____, Display Dates _____</p> <p><input type="checkbox"/> # Permanent signs _____</p> <p style="margin-left: 20px;"> <input type="checkbox"/> Wall _____ <input type="checkbox"/> Ground _____ <input type="checkbox"/> Awning/Canopy _____ <input type="checkbox"/> Projecting _____ <input type="checkbox"/> Other (_____) _____ </p> <p><input type="checkbox"/> Sign Size (s) (area) _____</p> <p><input type="checkbox"/> Sign Height (s) _____</p> <p><input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated</p>	<ol style="list-style-type: none"> 1. Permit Application filled out. 2. \$75.00 Plan Review Fee – Cash or check only (no CC) <i>Payable to Village of Vernon Hills</i> 3. If there is more than one sign being applied for, for the same location, please submit only one permit app that includes the information for all signs with a combined cost. 4. 3 sets of sign layouts, drawn to scale in full color. If there is more than one sign being applied for, provide 3 layouts for each sign. 5. <i>Owner/Property Management Approval</i> *Must have approval - <i>Authorize, sign on actual sign plans</i> 6. Monument or post sign, provide 3 site plans indicating the location of the sign within the property lines. 7. Approval - notify by phone or email, permit fees.
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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 compiled with, whether specified herein or not.

Printed Name _____ **Signature** _____

Permits expire ~ 1 year from release date **Date:** _____

LESS CONTACT OPTIONS: Mail, Drop Box, Walk-In– Pay all fees upfront for email delivery
 VH Sign Ordinances - [CLICK HERE](#) *20 business day turnaround time - VVH does not license contractors

Approval: _____ **Date:** _____



**Village of Vernon Hills Commercial
General Permit Application**

APP # _____ PERMIT # _____

PERMIT DESCRIPTION/ SCOPE OF JOB		
SITE ADDRESS:		
OCCUPANT:		
<i>Business Email:</i>	<i>Business Phone:</i>	
PROPERTY OWNER:	<i>Owner Contact Info:</i>	
<i>Owner/Approval</i>	<i>Include a landlord, property management letter, email or approval copy with app packet submission.</i>	
JOB COST:	\$ _____	<input type="checkbox"/> Plan Review Fee due at submitting time \$ _____ Cost of job x .002 = Plan Review Fee, \$75.00 minimum

COI required for job cost of \$100,000 or more *VVH does not register contractors - *License copies must accompany application*

VVH COMMERCIAL LINKS OF BUILDING AND PERMIT INFORMATION

VH Ordinances - HERE Development Codes - HERE	BUILDING PERMIT PROCESS - CLICK HERE <i>*New Buildings/Additions require Structural Engineer review to be sent by applicant designee. See Structural Engineer choices.</i>
VH Commercial Certificate of Occupancy App: CLICKHERE Cert of Occupancy Process- Page 2: CLICKHERE	<i>Occupancy is included in new construction, commercial alteration and interior remodel permits.</i>
VH Low Voltage - CLICKHERE	VH Business License Information - CLICKHERE
Lake County Health Department (LCHD) (847) 377-7950 https://il.healthinspections.us/lake/	Lake County Public Works (LCPW) (847) 377-7500 <i>Water/Sewer</i>
Lake County Sewer and Water Permits 650 W. Winchester Road – Libertyville - (847) 367-1600	MAPS: VH Map - CLICK HERE VH Zoning Map - CLICK HERE

FEES

Plan Review Fee	\$ _____	<input type="checkbox"/> Paid
Permit Fee	\$ _____	
Completion Bond <i>Refunded 3-5wks after inspect approvals</i>	\$ _____	
Fire Department	\$ _____	
Civil/Landscaping	\$ _____	
Other Fees	\$ _____	
TOTAL	\$ _____	

Building Permit Fees - [CLICK HERE](#)

VVH DROP OFF/RECEIVING PERMIT -LIMITED CONTACT OPTIONS
290 Evergreen, Vernon Hills 60061

- Mail in packet with check
- Drop in Parcel Basket/Outside Drop Tower Box
- Front Desk Service-Social Distance/Mask Covering
- M-F: 830a-430p for permits
- After 5pm/weekends – Outside silver dropbox tower
- Cash or check only – no credit card options
Payable to Village of Vernon Hills
- 20 business days review for Commercial Permits

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/Contractor List***

Over the Counter Immediate Release Commercial Permits:

Roof, AC/Furnace, Water Heaters, Emergency Sewer Repairs, Low Voltage, Rooftop HVAC (*Permit and Completion Bond Fees Apply Only*)

Approval: _____ **Date:** _____

Contractor List

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

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



Any specific questions regarding the work, codes, ordinances of the permit, contact (847) 367-3700 and ask for the specified inspector. Best times to call – 11-12:30p, 2-3:30p. You can also find ordinances online - [CLICK HERE](#).

Inspections are not automatic, they must be called into VVH with permit number reference.

Village of Vernon Hills Demolition Form



Proposed Demolition Date: _____ APP # _____ PERMIT # _____

Name/Address of Building:

DEMOLITION PERMIT STEPS	CONTACT/LINKS	INFORMATION/DIRECTIVES
1. Fill out application	Pages 8-9 Commercial Application Packet	Attach app to this form
2. Contact Lake County Public Works to secure a permit authorizing disconnect of the building sanitary sewer/water services.	(847) 680-1600 CLICK HERE TO GO TO LCPW PERMITS	Attach copy of permit to this form
3. Contact North Shore Gas to coordinate gas service disconnect and gas meter service removal.	(866) 556-6004 CLICK HERE TO GO TO NORTSHORE WEBSITE	Date service/meter will be removed: ____/____/20____ <i>Attach copy of confirmation letter to this form.</i>
4. Contact ComEd to coordinate electrical service disconnect and meter removal. Also contact AT+T, Comcast and any other utilities.	(800) 334-7661 EXT 0 (866) 639-3532 CLICK HERE FOR COMED	Date service/meter will be removed: ____/____/20____
5. Contact appropriate Fire District to confirm date of demolition and when the fire sprinkler and alarm system will be deactivated.	Countryside Fire (847) 367-5511 <i>(VH North/Continental Exec Park)</i> Lincolnshire/ Riverwoods Fire (847) 634-2512 <i>(VH South/Corporate Woods Areas)</i>	Deactivation Dates Fire Alarm ____/____/20____ Fire Sprinkler ____/____/20____
6. Contact J.U.L.I.E.	(800)892-0123 or #811 https://www.illinois1call.com/	J.U.L.I.E. Dig # _____
7. Contact Village Engineering Technician to confirm tree preservation plan and installation and soil erosion implementation/sediment control.	Steve Maslov (847) 918-3590 stevem@vhills.org Josh Hansen (847) 918-3591 joshh@vhills.org	Verification of tree protection/soil erosion/sediment control
8. Complete Watershed Application, if applicable. Contact Engineering Division.	CLICK HERE FOR LC WATERSHED PERMIT INFO (847) 377-7700	Attach copy with plan review.
9. Provide name and address of disposal site for debris.	Disposal Site Name:	Disposal Site Address:

Permit Conditions: **1.** The site shall be protected with erosion control measures sufficient to avoid sediment and dirt from entering the Village's storm sewer system and from being deposited on the public right-of-way. **2.** The building foundation shall be removed, in its entirety, and the excavation filled with clean dirt, sand, or gravel. An excavation inspection needs approval prior to filling. **3.** The site shall be graded with a minimum of 4 inches of black dirt, seed and mulch sod.

Attach this sheet to the commercial application and other documents

NEW COMMERCIAL BUILDING SHORT VERSION SUMMARY

Applies to additions also

Submit demolition and sitework permits prior to building permit, if applicable.

Submit a completed building permit application (use general application form) and contractors list along with appropriate plan review fee. (*Plan Review Fee = Cost of job x .002*)

Submit five (5) 36" X 24" (no larger than 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)

Submit two (2) complete sets of Specifications including work to be performed, and materials and equipment to be used.

Submit Cut Sheets listing information and manufacturers installation guidelines for mechanical equipment: furnaces, air conditioning units, space heaters and any other specialty equipment.

Submit required license copies with permit application – Plumber 055/058, Electrician, Roof (unlimited)

Submit Certificate of Insurance for over \$100,000 cost of project.

**See Page 12 Commercial Permit Guide Packet for examples.*

Structural Engineering Consultant Review – New Buildings or Additions

Submit one (1) full set of Architectural and Structural Drawings along with structural calculations to one of the following Structural Engineering Consultants choices. Village does not send to the structural engineer. Separate billing applies between consultant and project applicant/project designee.

<u>Moshe Calamaro & Assoc</u> 930 Pitner Ave., #7 Evanston, Illinois 60202 Phone: 847-733-0015 http://www.moshecal.com/	<u>Wiss, Janney, Elstner Assoc, Inc.</u> Ernest Regalla 330 Pfingsten, Northbrook 60062 Phone: 847-272-7400 https://www.wje.com/	<u>Grivas-Krause Associates, Ltd.</u> 617 E. Golf Road, Suite 107 Arlington Heights, Illinois 60005 Phone: 847-364-9110 http://www.grivasltd.com/
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All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly – *See Page 14 Commercial Permit Guide Packet for contacts.*

The copy of the Lake County Sewer & Water Permit must be submitted to the Community Development Division directly before a building permit can be issued; contact Lake County Public Works at 847-377-7500.

A Health Department approval letter is required for all kitchens with cooking equipment; 847-377-7950.

Fire Systems, Low Voltage, Sign permits, if applicable, are submitted after the new building permit is submitted.

ENTIRE BUILDING PERMIT PROCESS DOCUMENT FOR GUIDANCE: [CLICK HERE](#)

SAMPLES

CERTIFICATE OF INSURANCE FOR PROJECTS \$100,000 OR MORE - EXAMPLE

Must show covering the property (General Liability and Workmen's Comp), assigned to the Village of VH as the Certificate Holder and showing the Village of VH as an additional insured.

ACORD CERTIFICATE OF LIABILITY INSURANCE KANAFB1 OP ID: JB
 DATE REVISION 01/18/2020
 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.
 IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If CANCELLATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements.
 PRODUCER: Insurance CO. CONTACT: [Redacted] FAX: [Redacted]
 TYPE OF BUSINESS: commercial business insured
 COVERAGES: [Table with columns for TYPE OF COVERAGE, POLICY NUMBER, EFFECTIVE DATE, EXPIRATION DATE, LIMITS, and LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liability, and Excess Liability.]
 CERTIFICATE HOLDER: VILLA03
 CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE...
 Village of Vernon Hills is named as an Additional Insured with respect to General Liability Insurance when required by written contract.
 Village of Vernon Hills
 290 Evergreen Drive
 Vernon Hills, IL 60061
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Illinois Department of PUBLIC HEALTH
 LICENSE, PERMIT, CERTIFICATION, REGISTRATION
 This person, firm or corporation whose name appears on this certificate has complied with the provisions of the Illinois statutes and/or rules and regulations, and is hereby authorized to engage in the activity as indicated below.
 EXPIRATION: 055-XXXXXX
 COMPANY: PLUMBING CONTRACTOR REGISTRATION
 Plumber Company/Address
 Plumber Name
 07 Will

PLUMBER LICENCE & REGISTRATION 058/055/Chicago - EXAMPLE

IDPH PLUMBER LICENSE
 PLUMBER ID: 058-
 Orig Issue Date: 01/04/2006
 EXPIRES: 04/30/2020
 This license issued under authority of the State of Illinois - Department of Public Health
 If found return to 525 W. Jefferson Street Springfield, IL 62761

**Faxes not accepted
 Clear picture must be present**

City of Chicago Department of Buildings
 Journeyman Plumber's License
 Issued: 7/2/2019
 License #: J
 Expires:
 This license is valid and in force throughout the state of Illinois and the City of Chicago in accordance with an act of the 68th General Assembly.



VILLAGE OF VERNON HILLS COMMERCIAL PERMIT FEE COST APPROXIMATIONS

This is only a guestimate, final costs, outside of plan review fees, will be relayed at permit release time.

<p>PLAN REVIEW FEES Sign Plan Review Fees - \$75.00 flat *Over the Counter Plan Review Fees - \$0.00 Fire Systems, Sitework, Commercial Parking Lots – \$0.00 All other projects - Total cost of job x .002, minimum \$75.00 <i>*Must be paid at time of submitting application and requirements.</i></p>	
<p>PERMIT FEES Cost of job X 1%, minimum \$75.00</p>	
<p>REFUNDABLE BOND FEES Is the cost of the job less than \$5000.00? \$50.00 Is the cost of the job range \$5001-15,000.00? \$150.00 Is the cost of the job more than \$15,001.00? Cost of job X 1%</p>	
<p>What is a completion (refundable) bond? (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.)</p>	
<p>FIRE DISTRICT FEES – if applicable to the project Build-outs, New Buildings, Demolitions, Sitework – Pricing ranges. <i>*Can contact respective fire district to discuss and inquire.</i></p> <p>Estimate for Basic Plan Review for already existing space Countryside - \$200.00-220.00 Lincolnshire Riverwoods - \$319.00-330.00 We do not have estimates for extensive reviews.</p> <p>Countryside Fire Department- (847) 367-5511 Ron Cielek (North Vernon Hills/Continental Executive Park)</p> <p>Lincolnshire Riverwoods Fire Department – (847) 634-2512 Eric Norlin/Lance Milz (South Vernon Hills/Corporate Woods)</p>	
<p>ENGINEER FEES – if involved 4% of Estimate of Engineering/Landscaping Probable Cost Factors As any job can have variances - contact Steve Maslov for costs if needed upfront Steve Maslov – (847) 918-3590 – stevem@vhills.org</p>	
<p>PERFORMANCE GUARANTEE (Letter of Credit) – if required Estimate of Probable Cost Factors Lisa Fischbach – (847) 918-3562 – LisaF@vhills.org</p>	

[CLICK HERE FOR BUILDING PERMIT FEES - EXTENDED VERSION](#)

COMMERCIAL PERMIT APPLICATIONS AND OTHER HANDOUTS

www.vernonhills.org/permit

CASH OR CHECK ONLY, NO CREDIT CARD OPTIONS AVAILABLE

PAYABLE TO: Village of Vernon Hills

**CONTACT INFORMATION
ASSOCIATED WITH
VERNON HILLS PERMITS**



VERNON HILLS VILLAGE HALL – 290 EVERGREEN – (847) 367-3700

Business License Information- [CLICK HERE](#)
Inspections - [CLICKHERE](#)

VH Ordinances - [CLICK HERE](#)
Certificate of Occupancy Process - [CLICKHERE](#)

<p>Lincolnshire Riverwoods Fire Dept (847) 634-2512 (South Vernon Hills/Corporate Woods) https://www.lrfpd.org/</p>	<p>Countryside Fire Dept (847) 367-5511 (North Vernon Hills/Continental Executive Park) http://www.countrysidefire.com/</p>
<p>VH Police Department Non-Emergency 754 Lakeview, VH – (847) 362-4449 – Press 0 (East, off of Route 60, back of Target) CLICK HERE</p>	<p>VH Public Works Department/Engineer 490 Greenleaf, VH - (847) 367-3726 (NE corner of Butterfield/Greenleaf) CLICK HERE</p>

Vernon Hills Building Inspectors – Specific Building/Code Questions

- Dave Griffith –VH Electrical, Commercial– (847) 918-3585 – davidg@vhills.org
- Jeff Fisher –VH Plumbing, Residential – (847) 918-3561 – jefff@vhills.org

Vernon Hills Engineering/Landscape Division

- Steve Maslov – VH Engineer Tech – (847) 918-3590 – stevem@vhills.org
- Sergio Soto – VH Engineer Dept – (847) 918-2212– sergios@vhills.org
- Josh Hansen – VH Engineer Landscape – (847) 918-3591 – joshh@vhills.org

Vernon Hills Building Department Admins – (847) 367-3700

All admins intake/release permits, schedule inspections and answer general questions.

CONSTRUCTION HOURS
~*Mon-Fri*: 7a-7p ~*Saturdays*: 8a-5p
~*Sundays*: NO Construction Hours

Structural Engineering Consultant Review – New Buildings or Additions

Sent to choice below by applicant or project designee. Village does not send to the structural engineer. Separate billing applies between consultant and project applicant/project designee.

<p>Moshe Calamaro & Assoc 930 Pitner Ave., #7 Evanston, Illinois 60202 Phone: 847-733-0015 http://www.moshecal.com/</p>	<p>Wiss, Janney, Elstner Assoc, Inc. Ernest Regalla 330 Pfingsten, Northbrook 60062 Phone: 847-272-7400 https://www.wje.com/</p>	<p>Grivas-Krause Associates, Ltd. 617 E. Golf Road, Suite 107 Arlington Heights, Illinois 60005 Phone: 847-364-9110 http://www.grivasltd.com/</p>
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LAKE COUNTY CONTACTS

LAKE COUNTY HEALTH DEPARTMENT – 847-377-8000 (Required report copy with food industry)
[CLICK HERE-LCHD REPORTS](#) [CLICK HERE-LCHD WEBSITE](#)
LAKE COUNTY PUBLIC WORKS/WATER – 650 WINCHESTER, LIBERTYVILLE – 847-377-7500 (copy of receipt-new cons)
[CLICK HERE FOR LCPW](#)
LAKE COUNTY TRANSPORTATION – 600 WINCHESTER – 847-367-7400 **DEVELOPMENT CODES** - [CLICK HERE](#)

INSPECTION NOTE:

Inspections are Mon-Fri 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](#)