

PUBLIC HEALTH PRECAUTIONS - PERMITS

Mail in check with permit application and requirements, attention to Building Dept.
Release of permit – Mail in check to VVH, Attn: Building Dept, Memo area – Project Address - will email scans of permit placard, receipts and plans to given email address.

Bring check with permit application and requirements, into vestibule parcel on table
Release of permit – Drop check to VVH basket in envelope, Attn: Building Dept, Memo area – Project Address - will email scans of permit placard, receipts and plans to given email address.

Front desk service – Face covering, social distance and counter assistance behind window.

The Village of Vernon Hills Building Department is available, Monday – Friday, 8:30am – 4:30pm for permit releases.

CALL (847) 367-3700 FOR FEE AMOUNTS BEFORE SUBMITTING

Email scans will include the following

Permit placard, receipts, any reports, and stamped plans up to 11x17 in size. Larger plans can be picked up at the Village counter during business hours.



PAYING FEES IN ADVANCE WILL ELIMINATE ADDITIONAL TRIPS TO THE VILLAGE HALL

1. Look under permit webpage for FAQ's for fees.
2. Call (847) 367-3700 for fees.
3. Inside lobby, blue organizer, middle column, shelf #2 contains a fee assistant page for residential permits.
4. **Cash or check only** – Payable to: Village of Vernon Hills

PERMIT CHECK LIST OF POSSIBLE REQUIREMENTS

- Residential - 10 business days review time**
- Application Contractor List
 - Electrician Lic Copy
 - Plumber Lic Copies – 055 / 058
 - Roof Lic Copy
 - Plat of Survey: *2 copies with highlight*
 - Contract with H.O. Signature
 - HOA Approval
 - JULIE DIG NUMBER: #811
800-892-0213 www.illinois1call.com

- Commercial – 20 business days review time**
- Application Contractor List
 - Electrician Lic Copy
 - Plumber Lic Copies – 055 / 058
 - Roof Lic Copy
 - Plan sets: _____ (24x36)
 - Copy of Proposal
 - Property Management Approval
 - LCPW Sewer Receipt LCHD Report
847-377-7500 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 Workman's Compensation), assigned to the Village of Vernon Hills, and showing the Village of Vernon Hills as an additional insured.



VILLAGE OF VERNON HILLS MAILING ADDRESS:
290 Evergreen - 60061

PERMIT APPS AND INFO:
www.vernonhills.org/permit