



# Village of Vernon Hills Commercial General Permit Application

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

<b>PERMIT DESCRIPTION/ SCOPE OF JOB</b>		
<b>SITE ADDRESS:</b>		
<b>OCCUPANT:</b>		
<i>Business Email:</i>	<i>Business Phone:</i>	
<b>PROPERTY OWNER:</b>	<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>	
<b>JOB COST:</b>	\$ _____	<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 - <a href="#">HERE</a> Development Codes - <a href="#">HERE</a>	<b>BUILDING PERMIT PROCESS - <a href="#">CLICK HERE</a></b> <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: <a href="#">CLICKHERE</a> Cert of Occupancy Process- Page 2: <a href="#">CLICKHERE</a>	<i>Occupancy is included in new construction, commercial alteration and interior remodel permits.</i>
VH Low Voltage - <a href="#">CLICKHERE</a>	<b>VH Business License Information - <a href="#">CLICKHERE</a></b>
Lake County Health Department (LCHD) (847) 377-7950 <a href="https://il.healthinspections.us/lake/">https://il.healthinspections.us/lake/</a>	<b>Lake County Public Works (LCPW)</b> (847) 377-7500 <i>Water/Sewer</i>
Lake County Sewer and Water Permits 650 W. Winchester Road – Libertyville - (847) 367-1600	<b>MAPS:</b> <i>VH Map - <a href="#">CLICK HERE</a> VH Zoning Map - <a href="#">CLICK HERE</a></i>

## 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	\$ _____	
<b>TOTAL</b>	<b>\$ _____</b>	

*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

<b>Signature:</b>
<b>Applicant Name:</b>
<b>Business Name:</b>
<b>Address:</b>
<b>City/State/ Zip</b>
<b>Phone:</b>
<b>Email:</b>

## 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

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

**Contractor List**

Trade	Business Name	Phone	Full Address with Zip Code	License/Expire
<i>*Electrician</i>				
<i>*Plumber</i>				<i>055-058-</i>
<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.***