

Village of Vernon Hills

General Residential Permit

APP # _____

PERMIT # _____



Homeowner's Name		
Address-City-Zip		
Phone Number/Email		
Permit Type 7-10 business day review * Over the Counter Immediate Release	<input type="checkbox"/> Deck/Pergola <input type="checkbox"/> Driveway <input type="checkbox"/> Electric/Plumbing <input type="checkbox"/> Fence <input type="checkbox"/> Furnace/AC (HVAC)* <input type="checkbox"/> Fire Systems <input type="checkbox"/> Patio <input type="checkbox"/> Remodel <input type="checkbox"/> Roof* <input type="checkbox"/> Sewer repair* <input type="checkbox"/> Shed <input type="checkbox"/> Sidewalk <input type="checkbox"/> Siding/Soffit* <input type="checkbox"/> Solar <input type="checkbox"/> Water Heater* <input type="checkbox"/> Walkway <input type="checkbox"/> Win Well <input type="checkbox"/> Valves* <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 #
HOA Approval	Approval letter or signature, if applicable	
APPLICANT	Proposal copy-homeowner's signature/amount must be included	
Address-City-Zip		
Phone Number/Email (Print)		
BOND PAYER		

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 compiled 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

FEES

• M-F: 830a-430p for permits	Plan Review Fee	\$ _____
• Regular Mail/Drop in Parcel Basket	Permit Fee	\$ _____
• Front Desk Service – Social Distance/Mask Covering	Refundable Bond	\$ _____
• After 5pm – Outside silver tower drop box	TOTAL	\$ _____

Attach/fill out Soil and Sediment Control Form when digging, ground is altered
New Residential Construction Permit Applications within Residential Permit Guide

RESIDENTIAL PERMIT CALCULATION ASSISTANCE

Not applicable to New Homes

PLAN REVIEW FEES		
\$0.00 – 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 Deck - \$25.00 <i>All other projects</i> – Total cost of job x .002, minimum \$25.00		Insert cost here →
PERMIT FEES		
Is the cost of the job less than \$1500.00?	\$30.00	
Is the cost of the job range \$1501-5000.00?	\$50.00	
Is the cost of the job more than \$5001.00?	Cost of job X 1%	Insert cost here →
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%	Insert cost here →
		ADD ALL LINES – TOTAL HERE →

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](#)

GENERAL DIRECTIONS

- **FILL OUT APPLICATION** Please **PRINT** legibly.
- Read orange highlighted areas on Pg 4 of the RESIDENTIAL PERMIT PACKET - Decide if these areas apply to your permit and address within application and/or requirements. Read any areas of the Guide that apply to your permit and gather the requirements as specified.
- Assemble permit package with requirements and pick a delivery and payment option, noted on the front page of the Residential Permit Packet.
- Calculate fees – Option to pay in advance eliminates another trip and VVH can email all documents to you.