

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



## COMMERCIAL/RESIDENTIAL PERMIT INFORMATION

[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 OPTIONS

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

1. Mail/Drop in Parcel Basket with payment
2. Front Desk Service - M-F: 830a-430p for permits
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 –

#### VVH does not register contractors

- 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)

### GENERAL DIRECTIONS FOR PERMIT APPLICATIONS

- **FILL OUT APPLICATION IN ENTIRETY:**  
Do not miss all areas on application to fill out. Please **PRINT** legibly.
- Calculate fees – Option to pay in advance eliminates another trip and to email all documents to you.
- Assemble permit package with requirements and pick a delivery and payment option, noted below.

Click Before

You Dig.

[illinois1call.com](http://illinois1call.com)



### CONSTRUCTION HOURS

~Mon-Fri: 7a-7p ~Saturdays: 8a-5p

~Sundays: NO Construction Hours

**IRRIGATION PERMIT - [CLICK HERE FOR APPLICATION](#)**

Have a **JULIE DIG NUMBER** with your application - #811 illinois1call.com

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

**Irrigation final inspections require RPZ reports**

**FAX TO (847) 367-5511 – PERMIT NUMBER MUST BE ON REPORTS**

Once received allow 3-5 weeks for bond refund to bond payer.

**IRRIGATION PERMIT CALCULATION ASSISTANCE**

<b>PLAN REVIEW FEES</b> <b>\$0.00 – Irrigation sprinkler with existing grass</b> <i>Irrigation with no grass has a plan review fee and time –</i> <i>Total cost of job x .002, minimum \$25.00 - if calculation falls under \$25.00.</i> <i>If Plan Review Fee calculation goes over \$25.00, the fee is that calculation.</i>		Insert cost here →
<b>PERMIT FEES</b> 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 →
<b>REFUNDABLE BOND FEES (Completion bond)</b> 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 →
<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 Village receives RPZ reports.**

\*Directions to submit RPZ reports to the Village are at the top of this page.

**CASH OR CHECK ONLY**

**PAYABLE TO:**

*VILLAGE OF VERNON HILLS*