

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



RESIDENTIAL PERMIT INFORMATION

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 - Applicant Area & Signature Box, Contractor List Area, Email address - Please **PRINT** legibly.
- Read all highlights and shaded areas to decide if these areas apply to your permit and address within application and/or requirements.
- 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.

Village of Vernon Hills Over the Counter Permits *(Immediate Release Permits)*

Below are OTC permit requirements. [CLICK HERE FOR APPLICATION](#)

<p>AC/FURNACE Please note on app of condenser location. Plat/site map if A/C is removed. Inspections: Final only Fees: Permit and Completion Bond Only</p>	<p>ROOF 1. Maximum layers - 2 2. Existing roofing removal- all decayed wood must be removed and replaced. 3. A minimum of 15# asphalt felt paper must be applied when roofing over plywood and the roof pitch is 4/12 and greater. If the roof pitch is less than 4/12, 30# felt or 2 layers of 15# felt is required. 4. Existing roof vents should be replaced and soffit vents checked for obstructions. Roof ventilation must comply with current code requirements. Additional venting may be required. 5. Ventilation requirements – see chart on handout, link below. 6. A shingle with a minimum 25 year warranty is required. Cedar Shakes are required in the Sugar Creek, Pebble Beach, Royal Birkdale and Sawgrass. 7. Ice/water shield is required from the roof eaves edge to a point at least 24” (2 ft) inside the exterior building wall line along its perimeter and six feet along the entire valley area. (Code 905.2.7.1). 8. No equipment, construction materials can be deposited/stored in Right of Way. Roof Ordinances - CLICK HERE Inspections: Final only Fees: Permit and Completion Bond Only</p>
<p>SEWER/EMERGENCY REPAIRS Inspections: Sewer repair needing immediate inspections, call with permit number Fees: Permit and Completion Bond Only</p>	<p>SIDING/SOFFIT 1. Minimum thickness, aluminum siding - .024" or .019" with backer board. 2. Minimum thickness, vinyl siding is .044". 3. New siding installed over approved bldg wrap (tyvek, typar, felt paper, etc.) 4. Before installing a new soffit, the old vents should be removed, where possible. 5. New aluminum soffit panels shall be installed so that at least every 3rd panel is ventilated. 6. Provide house numbers – minimum 4” tall and visible from street Ordinances - CLICK HERE Inspections: Final only Fees: Permit and Completion Bond Only</p>
<p>WATER HEATER LOCATION REQUIREMENTS: 1. Must be in accessible location with adequate combustion air. 2. Gas water heaters cannot be in habitable rooms (bedrooms, living rooms etc.), hallways, bathrooms unless they are enclosed in a closet designed for that purpose (adequate combustion air, floor drain, adequate flue clearance/enclosure, etc). Inspections: Final only Fees: \$50.00 completion bond only TANKLESS PERMIT NOT NEEDED</p>	<p>WATER HEATER INSTALLATION REQUIREMENTS: 1. Must be installed by a State of Illinois/City of Chicago Licensed Plumber or, in the case of a single family dwelling, by an owner who is also the occupant. 2. Shut-off valve to cold water line, to each water heater-close as possible to tank. 3. A new pressure-temperature relief valve shall be installed with every new water heater. Discharge line must be metallic pipe and located as not to create a safety hazard or cause damage to the building or its contents. When piped into a floor drain, a fixed one (1) inch air gap shall be maintained. 4. All water heaters installed above the elevation of the plumbing fixtures, ceiling or attic shall be equipped with a vacuum relief valve in the cold water inlet pipe. 5. We require that all water heaters that are installed on the second floor or above, be installed in a safe-pan with a drain piped to the floor drain. 6. All flue pipe sections and fittings shall be properly screwed and supported. 7. All gas water heaters shall be equipped with a gas shut-off valve. All electric water heaters shall be equipped with a disconnect switch. 8. When connecting dissimilar metals (steel pipe of a water heater to the copper piping of the house), dielectric unions shall be used.</p>

OTC PERMIT FEES CALCULATION ASSISTANCE

CASH OR CHECK ONLY, PAYABLE TO VILLAGE OF VERNON HILLS

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 (Completion bond)			
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	
→			
NO PLAN REVIEW FEES - ADD ALL LINES – TOTAL HERE →			

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 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.)

**INSPECTIONS ARE NOT AUTOMATIC/
 MUST BE CALLED IN - (847) 367-3700**

FINAL INSPECTION ONLY

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.



CONSTRUCTION HOURS

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