



**VVH DROP OFF/RECEIVING PERMIT  
DROP/PICKUP OPTIONS**

**290 Evergreen, Vernon Hills 60061**

1. Mail/Drop in Parcel Basket
2. Front Desk Service
3. M-F: 830a-430p for permits
4. After 5pm or weekends  
Outside VVH silver dropbox tower
5. **Cash or check only**  
Payable to Village of Vernon Hills

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

**COMMERCIAL INFORMATIONAL PACKET**

[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

**CONSTRUCTION HOURS**

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

**Accompanied paperwork requirements, if applicable to project – See last page of packet for examples.**

**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.

**ENTIRE VH BUILDING PERMIT GUIDE:** [CLICK HERE](#) **Inspections:** [CLICKHERE](#) **VH Ordinances -** [CLICK HERE](#)

**GENERAL DIRECTIONS**

- Fill out application in its entirety with contractor list and required license copies. *Please **PRINT** legibly. Read specified information and gather requirements that apply to your permit.*
- Calculate Plan Review Fees and pay with permit submission. *(Cash or check only) Review Fee Assistance page of this packet so aware of involved fees.*
- Assemble permit package with requirements, plan review fee, 5 sets of plans, and choose delivery option, noted above.

**All projects with Plan Review Fees are a \$75.00 minimum and above.**  
**CHECK BUILDING PERMIT PROCESS DOCUMENT FOR GUIDANCE -** [CLICK HERE](#)

## Village of Vernon Hills Parking Lot/ Road Maintenance Permits

### **Parking Lot and Road Maintenance**

*Removal-replacement – concrete/asphalt  
 Milling/pavement overlay – structure repair  
 Curb, gutter, sidewalk removal/replacement  
 Drainage improvements*

#### **REQUIREMENTS NEEDED TO SUBMIT/SUMMARY**

- [GENERAL COMMERCIAL APPLICATION - CLICK HERE](#)
- 4 copies – site plan/plat of survey with location of improvements, repair strategies, include striping and signage within limits of work.
- 2 copies- proposal, method of work, description, owner signature and costs.
- VH Engineering Division will perform a site inspection providing comments and recommendations.
- Landlord/Property Management Approval.
- Use of coal products is prohibited Ord 2018-030.
- 15-20 business day review time.
- Engineering fee (permit) and refundable bond fees. Letter of credit as deemed necessary.
- Resubmit after review comments have been addressed.

#### **REFERENCE**

**VH Ordinance 2018-030**

**Section 302.3.1 - [CLICK HERE](#)**

[CLICK HERE FOR EXHIBIT VIEW](#)

- **Exhibit 28** - (Ord. No. 2013-053, § I, 11-19-13)
- **Exhibit 28-A** - (Ord. No. 2013-053, § I, 11-19-13)
- **Exhibit 29** - (Ord. No. 2013-053, § I, 11-19-13)
- **Exhibit 30** - (Ord. No. 2004-88, § I, 8-17-04; Ord. No. 2013-053, § I, 11-19-13)
- **Exhibit 36** - (Ord. No. 2001-55, § II, 8-7-01; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)
- **Exhibit 44** - (Ord. No. 2002-13, § I, 8-7-01; Ord. No. 2003-47, § I, 7-1-03; Ord. No. 2004-107, § I, 11-1-04; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)
- **Exhibit 45** - (Ord. No. 2002-13, § I, 8-7-01; Ord. No. 2003-47, § I, 7-1-03; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)

**IL Administrative Code 71 - [CLICK HERE](#)**

[CLICK HERE FOR ILLUSTRATIONS](#)

- Section 400, Illustration B, Figures 9-10
- Section 400.ILLUSTRATION C "Parking Sign"
- Section 400.ILLUSTRATION D "\$250 Fine" Sign

### **Sealcoat, Crack-sealing, Re-striping**

#### **REQUIREMENTS NEEDED TO SUBMIT/SUMMARY**

1. [GENERAL COMMERCIAL APPLICATION - CLICK HERE](#)
2. Landlord/Property Management Approval.
3. Use of coal products is prohibited Ord 2018-030.
4. **If no repairs are involved:**
  - Immediate issuance with \$0 fees.
  - 1 copy of sitework picture plan and 1 copy proposal.
5. **If repairs are involved:**
6. 4 copies – site work plan.
7. 2 copies- proposal, method of work, description, owner signature and costs.
8. VH Engineering Division will perform a site inspection providing comments and recommendations.
9. 15-20 business day review time.
10. Engineering fee (permit) and refundable bond fees. Letter of credit as deemed necessary.
11. **YELLOW PAINT REMINDER FOR HANDICAP PK SPACES**
  - *Handicap parking striping, 2 coats*

#### **REFERENCE**

**VH Ordinance 2018-030**

**Section 302.3.1 - [CLICK HERE](#)**

[CLICK HERE FOR EXHIBIT VIEW](#)

- **Exhibit 36** - (Ord. No. 2001-55, § II, 8-7-01; Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19)
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All striping and signs must conform to current ADAAG and Village Codes

**[CLICK HERE FOR THE COLD WEATHER CONCRETE POLICY](#)**

**SAMPLES**

**CERTIFICATE OF INSURANCE FOR PROJECTS \$100,000 OR MORE - EXAMPLE**

Must show covering the property (General Liability and Workmen's Comp), assigned to the Village of VH as the Certificate Holder and showing the Village of VH as an additional insured.

KANAF01 OP ID: JB

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** 5248 DATE (MM/DD/YYYY)  
01/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Insurance CO.</b>	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: ADDRESS:	FAX (A/C, No):	INSURER(S) AFFORDING COVERAGE NAIC #
INSURED <b>commercial business insured</b>	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	<b>EXAMPLE</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD) (WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC OTHER:	X	COL40171T0	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIREL AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		ACV40926A0	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	CPU4070810	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE (OFFICER/MEMBER EXCLUDED? (Mandatory in RI)) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WCN40842Q0	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Village of Vernon Hills is named as an Additional Insured with respect to General Liability Insurance when required by written contract.**

<b>CERTIFICATE HOLDER</b> VILLA03 <b>Village of Vernon Hills</b> 290 Evergreen Drive Vernon Hills, IL 60061	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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**VILLAGE OF VERNON HILLS COMMERCIAL  
PARKING LOT PERMIT FEE  
COST APPROXIMATIONS**

This is only a guestimate, final costs, outside of plan review fees, will be relayed at permit release time.

<p><b>ENGINEER FEES (Permit Fees)</b>          4% of Estimate of Engineering/Landscaping Probable Cost Factors          As any job can have variances - contact Steve Maslov for costs if needed upfront          Steve Maslov – (847) 918-3590 – <a href="mailto:stevem@vhills.org">stevem@vhills.org</a></p>							
<p><b>REFUNDABLE BOND FEES</b></p> <table> <tr> <td>Is the cost of the job less than \$5000.00?</td> <td>\$50.00</td> </tr> <tr> <td>Is the cost of the job range \$5001-15,000.00?</td> <td>\$150.00</td> </tr> <tr> <td>Is the cost of the job more than \$15,001.00?</td> <td>Cost of job X 1%</td> </tr> </table>		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%
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%						
<p><b>What is a completion (refundable) bond? (Known as a cash bond)</b>          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, <b>3-5 weeks after final inspections</b> 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.)</p>							

**NO CREDIT CARD OPTIONS AVAILABLE  
CASH OR CHECK ONLY**

**PAYABLE TO:** *Village of Vernon Hills*

**VILLAGE OF VERNON HILLS CONTACT PERSON**

**Steven Maslov**

Senior Engineer Technician

Village of Vernon Hills Public Works Department

Engineering/Landscape/Grounds Division

(847) 918-3590 office (847) 367-3728 fax

[stevem@vhills.org](mailto:stevem@vhills.org)

**OTHER VH PERMIT NEEDS/SEPARATE PERMITS**

[WWW.VERNONHILLS.ORG/PERMIT](http://WWW.VERNONHILLS.ORG/PERMIT)