

Village of Vernon Hills
Community Development Department
290 Evergreen Drive, Vernon Hills, IL 60061
Phone 847-367-3704 - Fax 847-367-2541 - <http://www.vernonhills.org>

PERMIT APPLICATION PROCESS
COMMERCIAL BUILDING

This hand out is for **REFERENCE ONLY**. For more details see specific code sections.

Project Type	Applicable Reference
New Building	1, 2, 3, 4, 11, 12, 13, 14, 15, 16, 17
Addition to a Building	1, 2, 3, 4, 11, 12, 13, 14, 15, 17
Remodel of Space	1, 2, 11, 12, 13, 14, 15, 17
Site Work Improvements	1, 2, 4, 11, 14, 15
Exterior Signs	1, 2, 13, 14, 15
Interior Signs	1, 2, 13, 14, 15
New Existing Fire Sprinkler System	1, 2, 5, 11, 14, 15
Kitchen Hood Mechanical	1, 2, 7, 14, 15
Kitchen Hood Suppression	1, 2, 6, 14, 15
Fire Alarm	1, 2, 8, 13, 15
Security System	1, 2, 9, 13, 15
Elevator and Lifts	1, 2, 11, 13, 14, 15
Voice & Data/ Telephone, Computer	1, 2, 13, 14, 15,18
Re-Roof	1, 2, 11, 13, 14, 15
Mechanical Work	1, 2, 12, 13, 14, 15
Irrigation	1, 10, 13, 14, 15
Satellite Dish	1, 2, 13, 14, 15
Miscellaneous Construction	1, 2, 13, 14, 15
Site Development	1, 2, 3, 4

1. Submit completed building permit application and contractors list along with appropriate plan review fee. An up-front plan review fee may not be required for some permit applications.
2. Submit complete set of Construction Documents (eight (8) 30" X 42" complete sets if new building, five (5) 30" X 42" if alterations to existing building). (If cost of remodel or alteration is \$15,000.00 or more require Architectural stamped plans are required) Include following, if applicable:
 - A. Site Plan
 - B. Plat of Survey
 - C. Building Owner/Developer Approval Letter
 - D. Architectural Plans
 - E. Plumbing & Mechanical Plans
 - F. Electrical Plans & Calculations
 - G. Construction Specifications
 - H. Specification Books
 - I. Other Pertinent Information
3. Submit one (1) full set of Architectural and Structural Drawings along with structural calculations to the Building Division and one (1) set to one of the following Structural Engineering Consultants:

Moshe Calamaro & Associates 1318 Oakton Evanston, Illinois 60202	Phone: 847-733-0015 Fax: 847-733-0018
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Wiss, Janney, Elstner Associates, Inc. Ernest Regalla 330 Pfingsten Road Northbrook, Illinois 60062	Phone: 847-272-7400 Fax: 847-291-9599
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George Grivas Associates, Ltd. George Grivas 59 West Seegers Arlington Heights, Illinois 60005	Phone: 847-364-9110 Fax: 847-364-9645
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A copy of the transmittal of the documents to the engineering consultant must be sent to the Building Division.

4. Submit four (4) complete sets of Site Development/Engineering/Landscape drawings, calculations and specs.

NOTE: Items 5 through 10 require a *separate permit application and submission*

5. Submit five (5) complete sets of Shop Drawings and Calculations for the Building Fire suppression System.
6. Submit five (5) complete sets of Shop Drawings and Calculations for the Kitchen Hood

Fire Extinguishing System.

7. Submit five (5) complete sets of Shop Drawings and Calculations for the Kitchen Hood Exhaust System.
8. Submit four (4) complete sets of Fire Alarm Drawings and Documentation along with a sample of the cable.
9. Submit four (4) complete sets of Security System Drawings and Documentation along with a sample of the cable.
10. Submit four (4) sets of Irrigation Drawings.
11. Submit four (4) complete sets of Specifications including work to be performed and materials and equipment to be used.
12. Submit Cut Sheets listing information and manufacturers installation guidelines for mechanical equipment: furnaces, air conditioning units, space heaters and any other specialty equipment.
13. Roofing contractors shall submit a copy of current State License. Plumbing contractors shall submit a copy of current State License and Contractor's Registration. For electrical contractors, Municipal Registration is required. Low voltage contractors (alarm, voice/data) shall submit a copy of current State License.
14. When the cost of construction is in excess of \$100,000, the general contractor shall submit a Certificate of Insurance. Village will be assigned as additional insured.
15. All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly, except Item #3 – work directly with the structural engineering consultant.
16. The yellow copy of the Lake County Sewer & Water Permit must be submitted before a building permit can be issued.
17. A Health Department approved letter is required for all kitchens with cooking equipment.
18. Submit samples of all wires to be used on the job.

Current building codes and other specifications adopted by the Village of Vernon Hills:

- A. 2000 International Residential Code with Local Amendments
- B. International Building Code 2000 with Local Amendments
- C. 1998 Illinois State Plumbing Code with Local Amendments
- D. 2002 National Electrical Code with Local Amendments
- E. Village of Vernon Hills Zoning Ordinance
- F. General Code of Ordinances, Village of Vernon Hills
- G. 1997 Illinois Accessibility Code
- H. The International Fire Prevention Code 2000

- I. The International Mechanical Code 2000
- J. The International Energy Conservation Code 2000
- K. The 2000 International Property Maintenance Code
- L. The International Fuel Gas Code 2000 with Local Amendments
- M. Standard Specifications for Road and Bridge Construction, Illinois
Department of Transportation
- N. Standard Specifications for Water & Sewer Main Construction in Illinois
- O. Lake County Public Works Department
- P. Lake County Watershed Development Ordinance

This information is current as of the day this handout is received. Do not rely on old handouts, request a new handout every time you plan to work in the Village.