

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>

NEW OCCUPANCIES OF EXISTING BUILDING AND SPACES

1. In order to assure compliance of a particular building or part of a building that is to be occupied by a new tenant with applicable Building Code requirements, all such buildings and spaces are subject to Certificate of Occupancy requirements.
2. Following are steps necessary to obtain a new Certificate of Occupancy:
 - a. Fill out an application (available at the Building Division) indicating the intended use of the building or space and the scope of remodeling to be done, if any.
 - b. If there is no remodeling, submit a floor plan(s) showing the intended use of the building or space under consideration. Show all the information necessary to assess adequacy of the exit components, such as aisle widths, corridors, swing of doors, electrical, plumbing, structural, etc.

OR

Submit 5 sets of plans no larger than 30" X 40" showing the scope of any remodeling when the remodeling is part of the preparation of the new space for occupancy.

AND

Pay plan review fee. (20% of permit fee. Minimum commercial plan review fee will be \$75.00).

3. After the Building Division has reviewed and approved the submitted materials we will issue a Building Permit. A Permit is required regardless of whether there will be remodeling or not; a permit number is required in order to schedule necessary inspections.
4. After acquiring a permit number and, when ready, schedule the necessary inspections by calling (847) 367-3704, between the hours of 8:30a.m. – 3:30p.m. the day before you need the inspections.
5. The remodeling will require construction inspections. The nature and the scope of these inspections will be identified as a result of plan review process.
6. Prior to issuance of the Certificate of Occupancy, the following inspections must be scheduled by applicant:

Final Building Final Electrical Final Plumbing
Final Fire Department Final Engineering/Landscaping (if applicable)
7. Upon a successful passing of these inspections, the Building Division will issue a Certificate of Occupancy. (You will need to bring all final inspection reports to the Building Division.)

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**PERMIT APPLICATION
CERTIFICATE OF OCCUPANCY**
(No remodeling work being performed on the premises)

PLEASE PRINT

Project Name: _____

Address: _____

Phone: _____ E-Mail: _____

Intended Use of the Building/Space: _____

Contact Name: _____

Address: _____

(Not temporary store, kiosk or mall address)

Phone: _____ E-Mail: _____

Submit a check for permit fee, payable to *Village of Vernon Hills*

Retail/Office tenant space \$150

Cart/Kiosk \$100

Schedule the following through the Building Division (847) 367-3704

- Final Electrical Inspection
- Final Building Inspection
- Final Plumbing Inspection
- Final Engineering/Landscaping (if applicable)
- Final Fire Department Inspection

When the inspections are approved, applicant should bring ALL approved final inspection reports to the Building Division, and a Certificate of Occupancy will be issued.

Note: A business license is required for some types of businesses. Applicants should check with the Clerk's Office at (847) 367-3700.