



**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 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

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.*

Village of Vernon Hills Fire System Permits

Fire Alarm - Fire Sprinklers - Ansul - Mechanical Hoods

<p>VH FIRE DEPT CONTACTS</p> <p>Lincolnshire Riverwoods Fire Dept <i>(Vernon Hills South/Corporate Woods Areas)</i> 671 Woodlands Parkway, (847) 634-2512</p> <p>Countryside Fire Department <i>(Vernon Hills North/Continental Executive Park)</i> 600 Deerpath, (847) 367-5511</p>	<p>SUBMIT APPLICATION/PLANS</p> <p>Lisa Fischbach – (847) 918-3562 <i>Mailing Address</i> Village of Vernon Hills Attn – Lisa Fischbach 290 Evergreen, Vernon Hills, IL 60061</p>
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<p>MECHANICAL HOOD</p> <p>See NFPA 96 and International Mechanical Code for a complete submittal list.</p> <ul style="list-style-type: none"> • Drawings shall be job specific. Manufacturer’s generic drawings alone are not acceptable. • Complete hood, duct, and mounting dimensions. Plans must include section views of all areas that exhaust ducts pass through, including type of construction, clearances, etc. • A front view of the hood installation including the cooking appliance lineup. • Exhaust and makeup air (if provided) fan installation details. • Hood and duct materials (e.g. type and gauge of metal). • Locations of required cleanouts. • Roof plan view detail showing the exhaust fans and all equipment within 15 feet. • Specify method to be used for interlocking use of cooking appliances with turning on the exhaust fans. • Specify method used for turning on makeup air fans (if any) when the hood exhaust fans are on. • Plan must show job name, address, and installing mechanical contractor information. • Specific information and manufacturer’s UL or ETL listing must be provided for all Hoods calculated for other than International Mechanical Code requirements. • Complete calculations (exhaust cfm, velocity, makeup air) must be shown for both the CFM and FPM used in sizing the exhaust duct and fan. • Provide data sheets for all equipment including hoods, fans, grease filters, duct insulating wrap, etc. • 3rd party review – Full 20 business days for plan review. 	<p>FIRE ALARM</p> <p>Countryside Fire Department Only:</p> <ul style="list-style-type: none"> • If the building is protected by Fire Sprinklers, the Fire Alarm Control Panel must also be sprinkler supervisory listed. • Open wiring is acceptable above dropped ceilings. • Non accessible wiring due shall be installed in conduit. • Plenum area wiring and wiring support must be plenum-rated. • All penetrations through walls or ceilings shall be installed in conduit. • All wiring splices to be done in junction boxes. • All fire alarm devices to be installed in junction boxes. • Fan shut down cannot be wired through the thermostat wiring. <p>Countryside/Lincolnshire RW Testing Procedures:</p> <ul style="list-style-type: none"> • Installer will pretest the entire system, (tamper, water flows and fire pump functions (if applicable), prior to acceptance test. • Final inspection required. Min. of 2 contractor personnel with radios must be also present. • Testing of smoke detectors with smoke or other acceptable aerosol. • Signage circuits tested by measuring the voltage at each End-of-line resistor. The voltage must fall into the operating range of the device. • Once testing completed, contractor provides VVH with 2 full as-built sets and a cert. of compliance.
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VH Fire Sprinkler Ordinances - [CLICK HERE](#)

VH Fire Stopping Information - [CLICK HERE](#)

<p>New/Existing Fire Sprinkler System</p> <ol style="list-style-type: none"> 1. Submit 3 complete sets of Shop Drawings, Specifications, and Calculations for the Building Fire System applying for. 2. All initial and follow-up correspondence and documentation to be submitted to the Community Development Division directly. 3. Note # of heads in job scope of application. 4. Fire Department permit fees are notified upon approval. 	<p>Kitchen Hood Mechanical</p> <ol style="list-style-type: none"> 1. Submit 3 complete sets of Shop Drawings and Calculations for the Kitchen Hood Exhaust System. 2. All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly. 3. LCHD approval letter required for all cooking equip kitchens. 4. Fire Department permit fees are notified upon approval.
<p>Kitchen Hood Suppression</p> <ol style="list-style-type: none"> 1. Submit 3 complete sets of Shop Drawings and Calculations for Kitchen Hood Fire Extinguishing System. 2. All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly. 3. LCHD approval letter required for all cooking equipment kitchens. 4. Fire Department permit fees are notified upon approval. 	<p>Fire Alarm</p> <ol style="list-style-type: none"> 1. Submit 3 complete sets of Fire Alarm Drawings and Documentation. 2. All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly. 3. Fire Department permit fees are notified upon approval.

Fire Department Permit Fees come after review process

Up to 20 business days –commercial reviews/Up to 10 business days - residential reviews



VILLAGE OF VERNON HILLS
Fire Systems - Estimate of Permit Fees

<p>ADMINISTRATIVE FEE</p>	<p>\$50.00</p>						
<p>FIRE DISTRICT FEES <i>*These fees will be released to the applicant at permit release notification. Vernon Hills has two fire districts – regions are noted below.</i></p> <p>Countryside Fire Department- (847) 367-5511 Ron Cielek (North Vernon Hills/Continental Executive Park)</p> <p>Lincolnshire Riverwoods Fire Department – (847) 634-2512 Eric Norlin/Lance Milz (South Vernon Hills/Corporate Woods)</p>							
<p>REFUNDABLE BOND FEES</p> <table border="0"> <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> <p><i>Maximum \$5000.00</i></p> <hr/> <p>What is a completion (refundable) bond? (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 and approved. 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. <i>(Refer to actual permit placard for permit number and phone number to call for inspections.)</i></p>	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%	
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CASH OR CHECK ONLY, NO CREDIT CARD OPTIONS AVAILABLE
PAYABLE TO: *Village of Vernon Hills*

INSPECTION NOTE:
 Inspections are Mon-Fri only. The cut-off for booking next day inspections is 3:30pm. We are not able to do same day or weekend inspections. Fire Inspections are booked as specific times: 830am-3pm. Please be patient to the wait time, which can take place due to unforeseen circumstances and emergencies that can cause delays. Permit placard must be posted and applicable plans to the specified inspection must be onsite and accessible. If these plans are not available, a failed inspection can result.