



**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

**VVH DEVELOPMENT REVIEW
QUICK SUMMARY-CLICK HERE**

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: [CLICK HERE](#) 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.

**Click Before
You Dig.**
illinois1call.com



NEW COMMERCIAL BUILDING SHORT VERSION SUMMARY

Applies to additions also

Submit demolition and sitework permits prior to building permit, if applicable.

Submit a completed building permit application (use general application form) and contractors list along with appropriate plan review fee. [CLICK HERE FOR A VH GENERAL COMMERCIAL APPLICATION](#)

Submit five (5) 36" X 24" (no larger than 30" X 42") complete sets of construction documents. (If cost of remodel or alteration is \$15,000.00 or more, Architectural stamped plans are required) Include the following, if applicable:

- A. Site Plan
- B. Plat of Survey
- C. Building Owner/Developer or Landlord Approval Letter (1 copy)
- D. Architectural Plans
- E. Plumbing & Mechanical Plans
- F. Electrical Plans & Calculations
- G. Construction Specifications
- H. Specification Books
- I. Other Pertinent Information
- J. Com-checks (1 copy)

Submit two (2) complete sets of Specifications including work to be performed, and materials/equipment to be used.

Submit Cut Sheets listing information and manufacturers installation guidelines for mechanical equipment: furnaces, air conditioning units, space heaters and any other specialty equipment.

Submit required license copies with permit application – Plumber 055/058, Electrician, Roof (unlimited)

Submit Certificate of Insurance for over \$100,000 cost of project. *See final page for example.

Structural Engineering Consultant Review – New Buildings or Additions

Submit one (1) full set of Architectural and Structural Drawings along with structural calculations to one of the following Structural Engineering Consultants choices. Village does not send to the structural engineer. Separate billing applies between consultant and project applicant/project designee.

<u>Moshe Calamaro & Assoc</u> 930 Pitner Ave., #7 Evanston, Illinois 60202 Phone: 847-733-0015 http://www.moshecal.com/	<u>Wiss, Janney, Elstner Assoc, Inc.</u> Ernest Regalla 330 Pfingsten, Northbrook 60062 Phone: 847-272-7400 https://www.wje.com/	<u>Grivas-Krause Associates, Ltd.</u> 617 E. Golf Road, Suite 107 Arlington Heights, Illinois 60005 Phone: 847-364-9110 http://www.grivasltd.com/
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All initial and follow-up correspondence and documentation is to be submitted to the Community Development Division directly – See Page 14 Commercial Permit Guide Packet for contacts.

The copy of the Lake County Sewer & Water Permit must be submitted to the Community Development Division directly before a building permit can be issued; contact Lake County Public Works at 847-377-7500.

A Health Department approval letter is required for all kitchens with cooking equipment; 847-377-7950.

Fire Systems, Low Voltage, Sign permits, if applicable, are submitted after the new building permit is submitted.

CONTACT INFORMATION AND LINKS ASSOCIATED WITH VERNON HILLS PERMITS



VERNON HILLS VILLAGE HALL 290 EVERGREEN – (847) 367-3700

Business License Information: [CLICK HERE](#) Certificate of Occupancy Process: [CLICK HERE](#)
Full VH Building Permit Guide: [CLICK HERE](#) Inspections: [CLICK HERE](#) VH Ordinances: [CLICK HERE](#)

Lincolnshire Riverwoods Fire Dept (847) 634-2512
(South Vernon Hills/Corporate Woods)
<https://www.lrfpd.org/>

Countryside Fire Dept (847) 367-5511
(North Vernon Hills/Continental Executive Park)
<http://www.countrysidefire.com/>

VH Police Department Non-Emergency
754 Lakeview, VH – (847) 362-4449 – Press 0
(East, off of Route 60, back of Target)
[CLICK HERE](#)

VH Public Works Department/Engineer
490 Greenleaf, VH - (847) 367-3726
(NE corner of Butterfield/Greenleaf)
[CLICK HERE](#)

Vernon Hills Building Inspectors – Specific Building/Code Questions

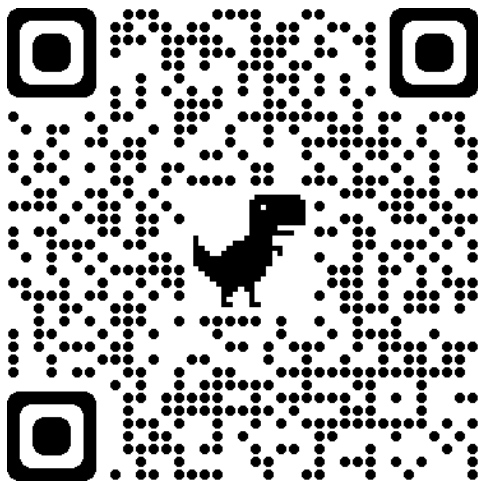
- Dave Griffith –VH Electrical, Commercial– (847) 918-3585 – davidg@vhills.org
- Jeff Fisher –VH Plumbing, Residential – (847) 918-3561 – jefff@vhills.org

Vernon Hills Engineering/Landscape Division

- Steve Maslov – VH Engineer Tech – (847) 918-3590 – stevem@vhills.org
- Sergio Soto – VH Engineer Dept – (847) 918-2212– sergios@vhills.org
- Josh Hansen – VH Engineer Landscape – (847) 918-3591 – joshh@vhills.org

Vernon Hills Building Department Admins – (847) 367-3700

All admins intake/release permits, schedule inspections and answer general questions.



VH MAP



VH SHOP & DINE GUIDE

CONSTRUCTION HOURS

~**Mon-Fri:** 7a-7p

~**Saturdays:** 8a-5p

~**Sundays:** NO Construction Hours

VILLAGE OF VERNON HILLS COMMERCIAL PERMIT FEE COST APPROXIMATIONS

Final fees will be relayed at permit release time.



NEW BUILDING/ADDITION FEES

PLAN REVIEW FEES Project cost x .002 <i>*Must be paid at time of submitting application and requirements.</i>	
PERMIT FEES Project cost X 1%	
REFUNDABLE BOND FEES 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% <i>Maximum \$5000.00</i>	
What is a completion (refundable) bond? <i>(Known as a cash bond)</i> 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>	
FIRE DISTRICT FEES <i>*These fees will be released to the applicant at permit release notification.</i> Countryside Fire Department- (847) 367-5511 Ron Cielek (North Vernon Hills/Continental Executive Park) Lincolnshire Riverwoods Fire Department – (847) 634-2512 Eric Norlin/Lance Milz (South Vernon Hills/Corporate Woods)	

CASH OR CHECK ONLY, NO CREDIT CARD OPTIONS AVAILABLE
PAYABLE TO: *Village of Vernon Hills*

Structural engineer costs, Lake County costs, anything outside of the Village permit fees are billed and paid separately by and to the respective party.

EXAMPLES

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.

ACORD KANAF01 OP ID: JB
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: Insurance CO.
 INSURED: commercial business insured

CONTACT: PHONE: FAX: NO:
 ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC #

INSURER A:
 INSURER B:
 INSURER C:
 INSURER D:
 INSURER E:
 INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPIRATION DATE	LIMITS
A COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PER ☐ LOC OTHER: A AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY A UMBRELLA LIAB. ☒ CLAIMS-MADE ☐ RETENTION \$ 10,000 A WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE (MANDATORY IN ILL.) ☐ Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below	COL40171T8	01/01/2020	01/01/2021	EACH OCCURRENCE: \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Max one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 ☒ STATUTE ☐ 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.	ACV40926A0	01/01/2020	01/01/2021	
	CPU40708B0	01/01/2020	01/01/2021	
	WCN40842Q0	01/01/2020	01/01/2021	

CERTIFICATE HOLDER: VILLA03
 Village of Vernon Hills
 290 Evergreen Drive
 Vernon Hills, IL 60061

CANCELLATION: 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
 (847) 367-3700

Illinois Department of PUBLIC HEALTH

LICENSE, PERMIT, CERTIFICATION, REGISTRATION

The person, firm or corporation whose name appears on this certificate has complied with the provisions of the Illinois statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

Issued under the authority of the Illinois Department of Public Health.

EXPIRATION: CATEGORY: 6A 055-XXXXXX

COMPANY: PLUMBING CONTRACTOR REGISTRATION

Plumber Company/Address
 Plumber Name

07 VIII

The face of this license has a colored background. Printed by Authority of the State of Illinois • P.D. 95019654

PLUMBER LICENSE & REGISTRATION 058/055/Chicago - EXAMPLE

IDPH PLUMBER LICENSE
 PLUMBER ID: 058-4 Orig Issue Date: 01/04/2006 EXPIRES: 04/30/2020

This license issued under authority of the State of Illinois - Department of Public Health
 If found return to 525 W. Jefferson Street
 Springfield, IL 62761

**Faxes not accepted
 Clear picture must be present**

CHICAGO
 In lieu of 058
CLEAR PICTURE MUST BE PRESENT NO FAX

City of Chicago
 Department of Buildings
 Journeyman Plumber's License
 Issued: 7/2/2019

License #: J
 Expires:

This license is valid and in force throughout the state of Illinois and the City of Chicago in accordance with an act of the 68th General Assembly.