



**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

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.

[CLICK HERE FOR BUILDING PERMIT FEES - EXTENDED VERSION](#)



VILLAGE OF VERNON HILLS

SITE PERMIT



Fill out commercial application - [CLICK HERE FOR A VH GENERAL COMMERCIAL APPLICATION](#)

Fill out demolition permit if needed (next page)

If you will need a trailer permit– this is included in the sitework permit.

Send 4 sets of printed plans (24x36) with permit application

When required, submittals shall be provided to the Lake County

Department of Public Works – (847) 377-2000

Mailing address or drop off:

290 Evergreen, Vernon Hills 60061 - *Attn – Building Department*

Certificate of Insurance is required for job costs over \$100,000.00 - 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**.**

VH Public Works Engineering/Landscape Division will review the plans within 20 working days.

- Make sure indication of Engineer, Landscape and Architect probable costs.
 - (This is also known as EEOP -Engineers Estimate of Probable Costs)
- VH Engineering/Landscape Division will release the engineering/landscape fees and any need of a performance bond/letter of credit with review.
- Storm water submittals shall be sent to the Village Engineer – Dave Brown.

VH Engineer and Landscape Contact Information regarding site permit work:

- 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

Contact Information regarding Performance Guarantee (Letter of Credit), if required:

Lisa F - 847-918-3562 - lisaf@vhills.org

Watershed Permit Information – when required to submit, please submit the WDO application as part of your permit. Should a wetland permit be required, the same form is used and should be submitted to the **Lake County Stormwater Management Commission**.

QUESTIONS - Contact David Brown – (847) 918-3544

[CLICK HERE FOR WATERSHED PERMIT APPLICATION](#)

DIGGING - CONTACT J.U.L.I.E

www.illinois1call.com **CALL 811 OR CALL 800-892-0123**

Village of Vernon Hills Demolition Form

Proposed Demolition Date: _____ APP # _____ PERMIT # _____

Name/Address of Building:

DEMOLITION PERMIT STEPS	CONTACT/LINKS	INFORMATION/DIRECTIVES
1. Fill out application	CLICK HERE FOR APPLICATION	Attach app to this form
2. Contact Lake County Public Works to secure a permit authorizing disconnect of the building sanitary sewer/water services.	(847) 680-1600 CLICK HERE TO GO TO LCPW PERMITS	Attach copy of permit to this form
3. Contact North Shore Gas to coordinate gas service disconnect and gas meter service removal.	(866) 556-6004 CLICK HERE TO GO TO NORTSHORE WEBSITE	Date service/meter will be removed: ____/____/20____ <i>Attach copy of confirmation letter to this form.</i>
4. Contact ComEd to coordinate electrical service disconnect and meter removal. Also contact AT+T, Comcast and any other utilities.	(800) 334-7661 EXT 0 (866) 639-3532 CLICK HERE FOR COMED	Date service/meter will be removed: ____/____/20____
5. Contact appropriate Fire District to confirm date of demolition and when the fire sprinkler and alarm system will be de-activated.	Countryside Fire (847) 367-5511 <i>(VH North/Continental Exec Park)</i> Lincolnshire Riverwoods Fire (847) 634-2512 <i>(VH South/Corporate Woods Areas)</i>	Deactivation Dates Fire Alarm ____/____/20____ Fire Sprinkler ____/____/20____
6. Contact J.U.L.I.E.	(800)892-0123 or #811 https://www.illinois1call.com/	J.U.L.I.E. Dig # _____
7. Contact Village Engineering Technician to confirm tree preservation plan and installation and soil erosion implementation/sediment control.	Steve Maslov (847) 918-3590 stevem@vhills.org Josh Hansen (847) 918-3591 joshh@vhills.org	Verification of tree protection/soil erosion/sediment control
8. Complete Watershed Application, if applicable. Contact Engineering Division.	CLICK HERE FOR LC WATERSHED PERMIT INFO (847) 377-7700	Attach copy with plan review.
9. Provide name and address of disposal site for debris.	Disposal Site Name:	Disposal Site Address:

Permit Conditions: **1.** The site shall be protected with erosion control measures sufficient to avoid sediment and dirt from entering the Village's storm sewer system and from being deposited on the public right-of-way. **2.** The building foundation shall be removed, in its entirety, and the excavation filled with clean dirt, sand, or gravel. An excavation inspection needs approval prior to filling. **3.** The site shall be graded with a minimum of 4 inches of black dirt, seed and mulch sod.

Attach this sheet to the commercial application and other documents

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

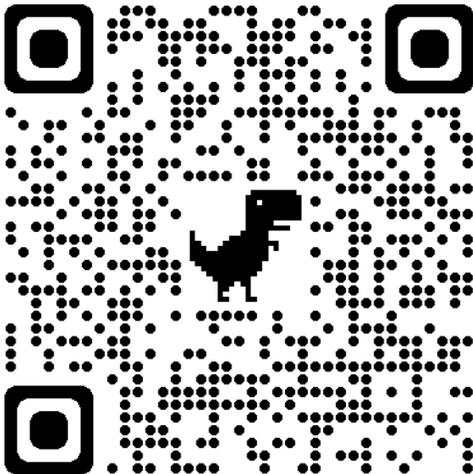
- Dave Griffith –VH Electrical, Commercial– (847) 918-3585 – davidg@vhills.org
- Jeff Fisher –VH Plumbing, Residential – (847) 918-3561 – jefff@vhills.org

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.



SITework FEES

PLAN REVIEW FEES - NONE	-----
PERMIT FEES = ENGINEER FEES/LANDSCAPE FEES 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 – stevem@vhills.org	
PERFORMANCE GUARANTEE (Letter of Credit) – if required Estimate of Probable Cost Factors Lisa Fischbach – (847) 918-3562 – LisaF@vhills.org	

DEMOLITION FEES

PLAN REVIEW FEES - NONE	-----
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% Maximum \$5000.00	
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. (Refer to actual permit placard for permit number and phone number to call for inspections.)	

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

In some cases, the Fire Department might have to review a sitework or demolition permit application. If that becomes the case, a fire department fee will be incorporated into the total fees at permit release time.

EXAMPLES

CERTIFICATE OF LIABILITY 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 CERTIFICATE OF LIABILITY INSURANCE KANAF01 OP ID: JB
 DATE (MM/DD/YYYY) 5/2/18 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 endorsements(s).

PRODUCER: Insurance CO. CONTACT: PHONE: FAX: (A/C, No.)
 ADDRESS: INSURERS AFFORDING COVERAGE: NAIC #

INSURED: commercial business insured

COVERAGES: CERTIFICATE NUMBER: POLICY NUMBER: REVISION NUMBER:

TYPE OF INSURANCE	DESCRIPTION	POLICY NUMBER	EFF. DATE	EXPI. DATE	LIMITS
A X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	COL40171T0	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Max per person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A X	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/>	ACV40926A0	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per person) \$
A X	UMBRELLA LIAB EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> RETENTION \$ 10,000	GPU40708B0	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR OR PARTNER EXECUTIVE (Maximum in US) <input type="checkbox"/> Y/N N/A	WCN40842Q0	01/01/2020	01/01/2021	X <input type="checkbox"/> STATE <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.

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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Illinois Department of PUBLIC HEALTH
 LICENSE, PERMIT, CERTIFICATION, REGISTRATION

EXPIRATION: 055-XXXXXX
 COMPANY: PLUMBING CONTRACTOR REGISTRATION
 Plumber Company/Address
 Plumber Name

07 W111

The face of this license has a colored background. Printed by Authority of the State of Illinois • P.O. 952195-4

PLUMBER LICENSE & REGISTRATION 058/055/Chicago - EXAMPLE

IDPH PLUMBER LICENSE
 PLUMBER ID: 058-1 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**

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

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

This license is valid and in force throughout the state of Illinois and the City of Chicago in accordance with an act of the 88th General Assembly.