

290 Evergreen - Vernon Hills, IL 60061
 (847) 367-3700
 Corner of Evergreen & Route 45



RESIDENTIAL PERMIT 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

CONSTRUCTION HOURS

~**Mon-Fri:** 7a-7p ~**Saturdays:** 8a-5p
 ~**Sundays:** NO Construction Hours

VVH DROP OFF/RECEIVING PERMIT OPTIONS

290 Evergreen, Vernon Hills 60061 - M-F: 830a-430p for permits

1. Mail/Drop in Parcel Basket with payment
2. Front Desk Service - M-F: 830a-430p for permits
3. After 5pm or weekends - Outside VVH silver dropbox tower
- 4. Cash or check only, payable to Village of Vernon Hills**



Accompanied paperwork requirements, if applicable to project –

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. - **See last page for examples.**

VVH RESIDENTIAL LINKS OF BUILDING AND PERMIT INFORMATION

**Fill forms out where applicable*

Residential Single Family Building Requirements	CLICK HERE FOR THE PERMIT PROCESS
Residential Single Family Engineering Requirements	CLICK HERE FOR ENGINEER REQUIREMENTS
Soil Management and Erosion Control Guidelines	CLICK HERE CLICK HERE 2
Forms: Soil/Sediment Right of Way Waiver	CLICK HERE SEDIMENT CLICK HERE FOR ROW FORM
Residential Schedule of Pre-Inspections	CLICK HERE FOR PRE-INSPECTIONS GUIDE
Residential Schedule of Inspections	CLICK HERE FOR INSPECTIONS GUIDE
Residential Certificate of Occupancy Checklist	CHECK HERE FOR COO CHECKLIST
Residential Room Addition Permit	CLICK HERE FOR ROOM ADDITION PERMIT INFORMATION
Residential Remodel & Basement Remodel Information	CLICK HERE FOR BASEMENT/REMODEL DIRECTIVES

New Homes – Fill out New Construction Permit and Contractors List

Additions, Basements, Remodels – Fill out General Residential Permit and Contractors List

Review links above for permit application requirements – Submit requirements with application.

Village of Vernon Hills
Residential New Construction Permit

APP # _____ PERMIT # _____

PROPERTY INFORMATION (please print/type)	
Property Address: _____	Lot Number: _____
Estimated Market Value of Work: \$ _____	
Type of Project (check applicable):	
<input type="checkbox"/> New Construction	Garage <input type="checkbox"/> Addition* _____ (Floor)
<input type="checkbox"/> Basement included	<input type="checkbox"/> Attached <input type="checkbox"/> Detached
	<input type="checkbox"/> Remodel of _____
Brief description: _____	
Use Group - _____ Construction Type: _____ Lot Size: _____ SQFT	
# Bedrooms _____ # Bathrooms _____ # Stories _____ Building Height: _____	
Size of New Electrical Service _____ # New Electrical Circuits _____ # Fixture Types _____	
Area of footprint _____ 1 st Floor Area _____ 2 nd Floor Area _____ Total Area _____	
JULIE Dig Number: _____	https://www.illinois1call.com/

FEES

Plan Review Fees	\$	<input type="checkbox"/> Paid
Permit Fee	\$	
Refundable Bond	\$	
Fire District Fees	\$	
Civil/Landscaping	\$	
Park Donation	\$	
High Schools	\$	
Elementary Schools	\$	
Grading	\$	
Golf Course	\$	
Cultural Center	\$	
Custom Home Surcharge	\$	
Other/Penalties	\$	
TOTAL	\$	

APPLICANT INFORMATION
Signature: _____
Applicant Name: _____
Business Name: _____
Address: _____
City/State/Zip _____
Phone: _____
Email: _____
BOND PAYER:

Applicant certifies that the owner of record authorizes proposed work, and has been authorized by the owner to make this application. All provisions of laws and ordinances governing this work will be compiled with, whether specified herein or not. Fill out this page/ Contractors List

Approval: _____ Date: _____

DATE STAMP - RECEIVED



Building Permit Fees - [CLICK HERE](#)

Village of Vernon Hills

General Residential Permit

APP # _____

PERMIT # _____



Homeowner's Name		
Address-City-Zip		
Phone Number/Email		
Permit Type 7-10 business day review * Over the Counter Immediate Release-No Plan Review Fees	<input type="checkbox"/> Deck/Pergola	<input type="checkbox"/> Driveway
	<input type="checkbox"/> Fire Systems	<input type="checkbox"/> Patio
	<input type="checkbox"/> Shed	<input type="checkbox"/> Sidewalk
	<input type="checkbox"/> Walkway	<input type="checkbox"/> Win Well
	<input type="checkbox"/> Electric/Plumbing	<input type="checkbox"/> Fence
	<input type="checkbox"/> Remodel	<input type="checkbox"/> Roof*
	<input type="checkbox"/> Siding/Soffit*	<input type="checkbox"/> Solar
	<input type="checkbox"/> Valves*	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Furnace/AC (HVAC)*	
	<input type="checkbox"/> Sewer repair*	
	<input type="checkbox"/> Water Heater*	
Brief description of work being performed		
Value/Cost of Job	\$ _____	Over \$100,000 – Certificate of Insurance Required
Materials used		
Measurements	CALL 811 JULIE IF DIGGING #	
HOA Approval	Approval letter or signature, if applicable	
APPLICANT	Proposal copy-homeowner's signature/amount must be included	
Address-City-Zip		
Phone Number/Email (Print)		
BOND PAYER		

VVH does **not** register contractors - License copies must accompany the application for electrician, plumber, and roofer.

Contractors	Name/Company, Address, Zip, Phone	License Expire Date
*Electrician		
*Plumber		
*Roof		
Gen Contr		
Carpenter/ Drywall		
Concrete		
Fence		
HVAC		
Sewer		
Other:		

APPLICANT REQUIRED SIGNATURE - I hereby certify that the owner of record authorizes the proposed work, and that I have been authorized by the owner to make this application. Furthermore, I have read and examined this application and checklist. All provisions of laws and ordinances governing this work will be compiled with, whether specified herein or not.

Printed Name/Business _____ Email: _____

Phone: _____ Signature _____

Permits expire ~ 1 year from release date

Date: _____

VVH RECEIVING OPTIONS - 290 Evergreen, Vernon Hills 60061

- M-F: 830a-430p for permits
- Regular Mail/Drop in Parcel Basket
- Front Desk Service – Social Distance/Mask Covering
- After 5pm – Outside silver tower drop box

FEES

Plan Review Fee	\$ _____
Permit Fee	\$ _____
Refundable Bond	\$ _____
TOTAL	\$ _____



CONTRACTORS LIST

Fill out entire address and contact information.

PROJECT ADDRESS: _____

PROPERTY OWNER INFORMATION	
Owner Name(s):	
Phone:	Email:

CONTRACTOR LIST

Trade	Business Name	Phone	Full Address with Zip Code	License Expire
<i>*Electrician</i>				
<i>*Plumber</i>				
<i>*Roofer</i>				
Architect				
Carpenter				
Concrete				
Drywall				
Excavator				
GC				
Glass				
HVAC				
Insulator				
Iron Wk				
Irrigation				
Low Voltage				
Mason				
Sewer				

Certificate of Insurance required for over \$100,000.

VVH does not license contractors – License copies of electrician, plumber (055/058), roofer are required.

The construction codes used for all types of construction are as follows:

- 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

VH Ordinances - [CLICK HERE](#)

Development Codes - [CLICK HERE](#)

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.

KANAF01 OP ID: JB

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 01/16/2020

5248

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.** CONTACT: PHONE: FAX: E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC #:

INSURED: **commercial business insured** **EXAMPLE**

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	INSURANCE CLASSIFICATION	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPI. DATE	LIMITS
A COMMERCIAL GENERAL LIABILITY	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/>	COL40171TD	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> SPLIT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____				DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000
A AUTOMOBILE LIABILITY	ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> UNOWNED AUTOS ONLY <input type="checkbox"/>	ACV40926A0	01/01/2020	01/01/2021	BODILY INJURY (Per person) \$
					BODILY INJURY (Per accident) \$
A UMBRELLA LIAB	EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/>	CPJ4070810	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 10,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000				AGGREGATE \$ 10,000,000
A WORKERS COMPENSATION AND EMPLOYERS LIABILITY	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMANAGEMENT EXCLUDED (Mandatory in Ill.) <input type="checkbox"/> Y/N <input type="checkbox"/>	WCN40842Q0	01/01/2020	01/01/2021	X PER STATUTE <input type="checkbox"/> DIS <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below				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: **Village of Vernon Hills** VILLA03 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.

290 Evergreen Drive
Vernon Hills, IL 60061

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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: 055-XXXXXX

COMPANY: PLUMBING CONTRACTOR REGISTRATION

Plumber Company/Address

Plumber Name

07 Will

The face of this license has a colored background. Printed by Authority of the State of Illinois • P.O. 955/954

PLUMBER LICENSE & REGISTRATION
058/055/Chicago - EXAMPLE

IDPH **PLUMBER LICENSE**

PLUMBER ID: 058- 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

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 88th General Assembly.

Faxes not accepted
Clear picture must be present