

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

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.

NO PERMITS NEEDED FOR:

Like for like windows/doors (not changing dimension/header), garage sales, swing sets/play equipment, basketball hoops, tree removal, dumpster (must be on private property, not on sidewalk/street) – Check any non-permit items with HOA, if applicable)

GENERAL DIRECTIONS FOR PERMIT APPLICATIONS

FILL OUT APPLICATION IN ENTIRETY:

- Do not miss - Applicant Area & Signature Box, Contractor List Area, Email address - *Please PRINT legibly.*
- *Read all highlights and shaded areas to decide if these areas apply to your permit and address within application and/or requirements.*
- *Calculate fees – Option to pay in advance eliminates another trip and to email all documents to you. \$25 limit, means if the calculation comes in below \$25.00, the plan review fee is \$25.00. If the calculation comes in at above \$25.00, the plan review fee is that calculation.*
- *Assemble permit package with requirements and pick a delivery and payment option, noted below.*

SOLAR PERMITS

Application	<ul style="list-style-type: none"> • Fill out Application with permit and refundable bond fees • CLICK HERE FOR APPLICATION <i>(check or cash only – no credit card options available)</i> <ul style="list-style-type: none"> ○ To View VH Ordinances - CLICK HERE ○ 10 business days review – if fees paid up front, receipts and permit are emailed. • HOA Approval (if applicable) – See application - CLICK HERE FOR VH HOA LISTING • Contract copy with Homeowner signature – Attach to application
Solar Requirements	<ul style="list-style-type: none"> • Plan Review Fee - Cost of job x .002, \$25 minimum, permit fee, refundable bond fee • 3 sets of plans (collated), 3 sets of Structural agreement services document (collated). • 1 copy of contract with homeowners signature and cost of job. • Copy of electrician license. • Please have correctly noted on the sets of plans, the following. <ul style="list-style-type: none"> ○ IMC or RMC on the Exterior of the Building ○ 2 ground rods at electric service



SOLAR PERMIT FEES CALCULATION ASSISTANCE

CASH OR CHECK ONLY, PAYABLE TO VILLAGE OF VERNON HILLS

PLAN REVIEW FEES Cost of job X .002, minimum \$25.00 <i>(if calculation is below \$25.00, fee is \$25.00, above \$25 use exact calculation)</i>		Insert cost here →
PERMIT FEES Is the cost of the job less than \$1500.00? \$30.00 Is the cost of the job range \$1501-5000.00? \$50.00 Is the cost of the job more than \$5001.00? Cost of job X 1%		Insert cost here →
REFUNDABLE BOND FEES (Completion bond) 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%		Insert cost here →
ADD ALL LINES – TOTAL HERE →		

What is a completion (refundable) bond fee? (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. 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.)*

INSPECTIONS ARE NOT AUTOMATIC/ MUST BE CALLED IN - (847) 367-3700

Final Only

Inspection Note:

Inspections are Monday through Friday only. The cut-off for booking next day inspections is 3:30pm. We are not able to do same day or weekend inspections. Outdoor and commercial inspection choices are as follows: AM inspections occur 830am-1130am and PM inspections occur 1pm-2:30pm. Fire Department and residential inside inspections are booked as specific times occurring 830a-1130a and 1p-230p. Please be patient to the wait time, as inspectors can have up to 30 inspections and map out their schedules accordingly, however, unforeseen circumstances and emergencies can arise causing delays. Permit placard must be posted.