

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.

DECK/PERGOLA/GAZEBO PERMITS

| | |
|--|---|
| <p>Application & Requirements</p> | <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"> ○ Decks, pergolas, sheds from scratch and solar permits have plan review fees. ○ To View VH Ordinances - CLICK HERE ○ 10 business days review – if fees paid up front, receipts and permit are emailed. • 2 copies Plat of Survey- Find in closing papers or lending institution. <ul style="list-style-type: none"> ○ Highlight work, note dimensions/measurements/distance from property line. ○ *Deck/Pergola – include foundation detail, sizes and location of all framing members, type of lumber, detail of attachments to house, details of stairs/rails when required. Show pier size & spacing, beam size & spacing with all dimensions. • Provide a detailed cross section if applicable. • HOA Approval (if applicable) – See application - CLICK HERE FOR VH HOA LISTING • Contract copy with Homeowner signature – Attach to application • JULIE DIG number required before permit can be released – Call #811 - https://www.illinois1call.com/ |
| <p>General Information to follow</p> | <ul style="list-style-type: none"> • All - No spoils, construction materials, dumpsters, or equipment stored within the public right-of-way. Concrete washout confined to site, out of Right of Way. Sediment to be contained on-site. • All - Extreme care is to be taken to protect the existing utilities, pavement, curbs and sidewalks. Pavement, curb and sidewalk should be ramped or planked to avoid damage. • All - Damage to the Village Right-of-Way caused by any work shall be restored to satisfaction of the Village Engineer. The Village will perform pre-construction/post construction inspections to identify damage. • Required Inspections are not automatic. Must call to avoid forfeit of bond. Comp Bond-refunded approx 3 weeks after final inspect approval(s) to bond payer. |

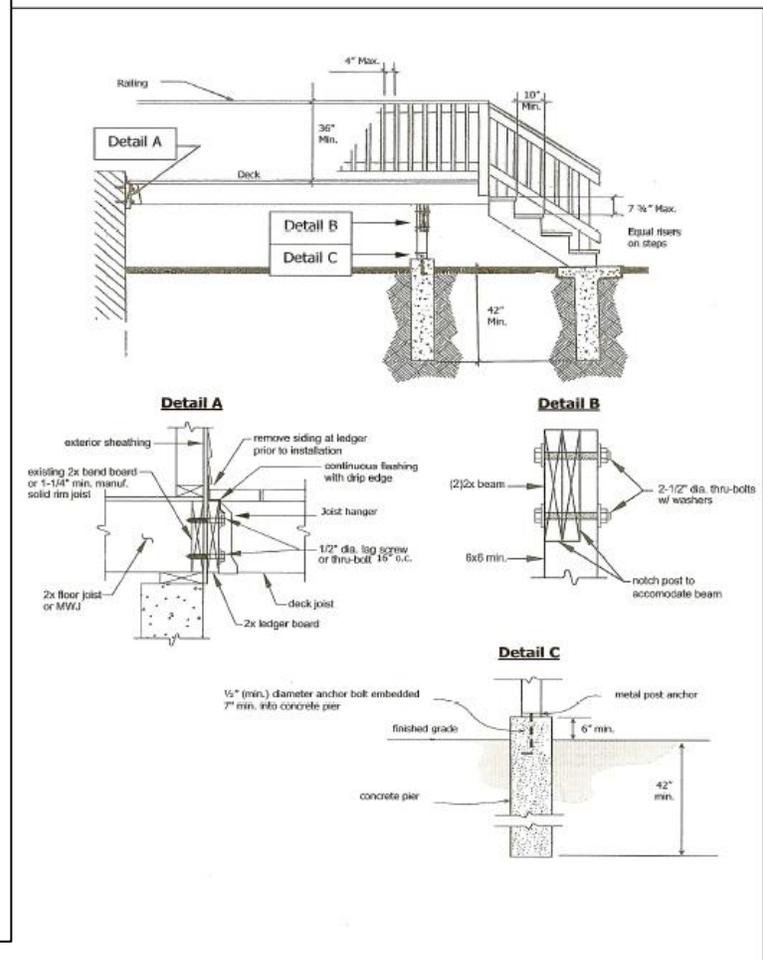
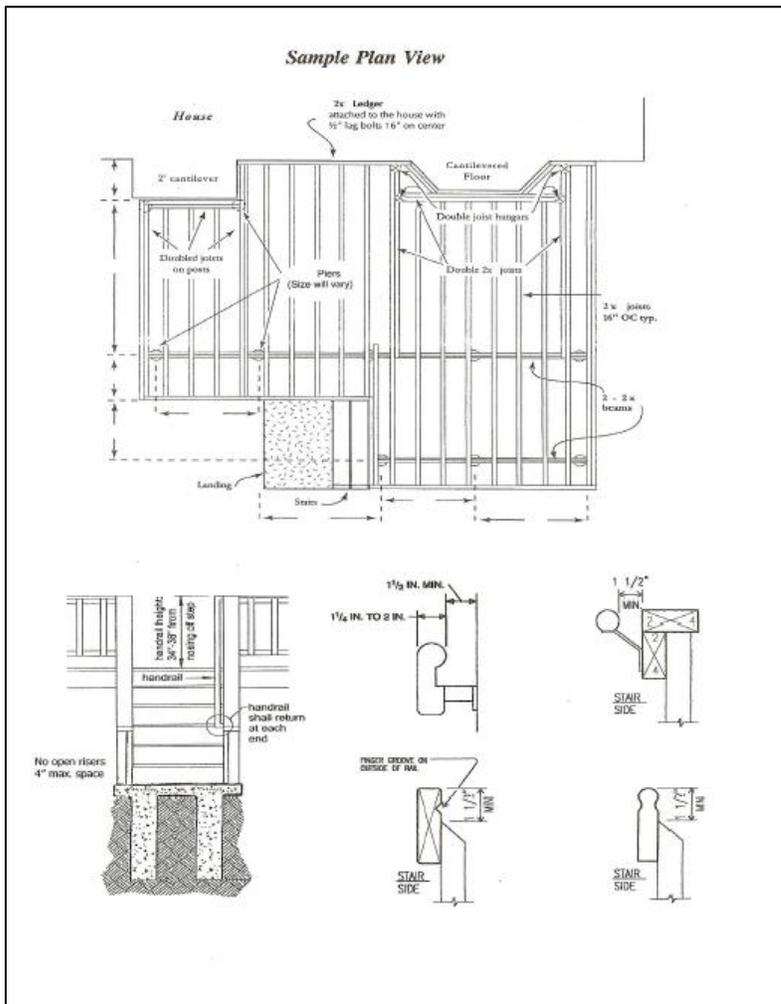
DECK REQUIREMENTS:

- Must be located at least 7 ft from the side and rear property lines. If a house wall is closer than 7 ft to property line, a deck can be built no closer to a property line than the house wall.
- Cannot be located on any recorded easement.
- Deck area, when combined with the area of other structures located in the rear yard, shall not exceed 40% of the total rear yard area.
- Decorative trellises or gazebos may be built no closer than 7 ft to the rear and side lot lines.
- Overhead electrical wires must be at least 10 ft above the highest walking or seating surface of the deck.
- Holes for deck support posts (piers) must be dug at least 42” below existing grade. Pier size is determined by how many sq ft of deck the pier is supporting.
- A deck that is 18” or more above grade shall have a guard rail at least 36” high. The distance between the balusters shall not exceed 4”. Stairs with 2 steps or more shall have handrails, 34” high as measured vertically from the nose of the stair tread.
- Decks must be designed to support a live load of 40 pounds per square foot.
- Deck stairs include: Risers not more than seven and three quarters (7-3/4) inches. All risers must be equal. Treads of not less than 10” as measured nose to nose. All treads must be equal. Steps shall bear on a concrete pad supported by piers. No open risers over 4” permitted.
- All exposed surfaces of decks in Gregg’s Landing located on property abutting the White Deer Run Golf Course shall be constructed of cedar. All cedar must be painted, stained or sealed prior to final inspection.

GAZEBO/PERGOLA PERMIT AND REQUIREMENTS

1. Complete permit application - [CLICKHERE](#)
2. Submit 2 copies of Plat of Survey of property and indication of the location of the proposed pergola.
3. Submit 2 copies of a scaled (1/4" = 1') drawing with information about construction and installation. Show pier size and spacing.
4. 1 copy of contract with homeowners signature and cost of job.
5. **Requirements** – 42" post holes, 3 feet away from any structure, 10' height maximum

DECK SAMPLE PLAN



DECK/PERGOLA/GAZEBO PERMIT FEES CALCULATION ASSISTANCE
CASH OR CHECK ONLY, PAYABLE TO VILLAGE OF VERNON HILLS



| | | |
|--|------------------|-------------------------------------|
| PLAN REVIEW FEES | | |
| Cost of job X .002, <i>minimum \$25.00 (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**

*Deck Piers
Final*

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 and applicable plans to the specified inspection must be onsite and accessible. If these plans are not available, a failed inspection can result.