

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:

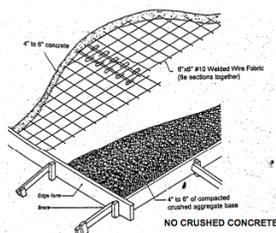
- Do not miss - Applicant Area & Signature Box, Contractor List Area, Email address - *Please PRINT legibly.*
- *Read all highlights and shaded areas to decide if these areas apply to your permit and address within application and/or requirements.*
- *Calculate fees – Option to pay in advance eliminates another trip and to email all documents to you.*
- *Assemble permit package with requirements and pick a delivery and payment option, noted below.*

Village of Vernon Hills Exterior Permits

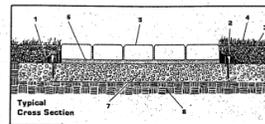
Patios, Stoops, Walkways (Next Page – Driveways, Sidewalks)

Application & Requirements	<ul style="list-style-type: none"> • Fill out Application with permit and refundable bond fees (check or cash only – no credit card options available) • CLICK HERE FOR APPLICATION <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. • 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. • 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 – If applicable to project, see application for contact info. <p>**Patios, Stoops, Walkways, Driveways (Approach/Apron), Sidewalks Only**</p> <ul style="list-style-type: none"> • Fill out Soil Erosion Form – CLICK HERE • Right of Way Letter Waiver \$50.00 – CLICK HERE FOR ROW FORM <ul style="list-style-type: none"> ○ Form needed if placing brick pavers or stamped concrete in driveway apron.
General Information to Follow	<ul style="list-style-type: none"> • Patio/stoop may be located in any yard but cannot be located in any easements. Front/side yards, must not project more than 4ft from the principal building. • Patio/stoop having area combined with the area of other driveways, sidewalks, decks, pool equipment and accessory buildings, may not cover more than 40% required rear yard. • 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. • Inspections –Required Inspections are not automatic. Must call to avoid forfeit of completion bond. Comp Bond is refunded approx 3-5 weeks after final inspection approval(s) to bond payer.
Patios <i>\$0 Plan Review Fee</i>	<ul style="list-style-type: none"> • Must be set back 6 ft minimum from any lot line. • Can be constructed of concrete or paving stones or bricks. (See Pictures) • Patios must be 4” minimum below the top of house foundation. Concrete/pavers cannot be in contact with house siding material or obstruct weep holes in masonry walls. Existing grades cannot be altered. • Concrete patios must be 4” minimum concrete on 4” minimum compacted crushed aggregate base (no crushed concrete). All areas over 5 ft wide must have 6”X6” #10 wire mesh imbedded in the concrete.
Stoops <i>\$0 Plan Review Fee</i>	<ul style="list-style-type: none"> • Stoops/landings must be supported by 8” concrete frost walls or foundation wing walls reinforced with two #4 rebar. Stoops or landings must have intermediate supports or have structural reinforcement adequate for spanning between the supports. - Stoops must be 4” concrete minimum. • Flashing must be installed between concrete and wood. Any rotted wood must be replaced.
Walkways <i>\$0 Plan Review Fee</i>	<ul style="list-style-type: none"> • Walkways can be located in any yard. Easement locations must have Village approval. • Walkway can be constructed in the same manner as a patio, except reinforcement mesh is not required for walkways that do not exceed 5 ft in width. See illustration for tread and riser requirements.

TYPICAL CONCRETE FLAT WORK



TYPICAL CROSS SECTION OF MODULAR PAVER INSTALLATION



1. Polyvinyl Edge
2. Spike (10" to 12")
3. Backfilled soil
4. Turf
5. Brick Pavers
6. 1" clean builders sand
7. Base: leveled and compacted crushed aggregate base (6" min.)
8. Sub-base: existing compacted soil
9. No crushed concrete

Village of Vernon Hills Exterior Permits

Driveways (Approach/Apron), Sidewalks

Driveways Aprons Approach

\$0 Plan
Review Fee

- Maximum width of residential driveway can be no wider than the width of the garage. If no garage exists or current is less than 20 ft wide. Maximum driveway width is 20 ft, minimum is 10 ft.
- Residential driveway location has to be a minimum of 5 ft from property line and configured to meet the width of the driveway approach/apron at the property line.
- Driveway must be paved with 4" thick min. concrete/asphalt/paving bricks with 6X6 #10 wire mesh.(concrete)
 - Asphalt must be installed in 2 lifts with total thickness being not less than 2.5".
 - Replacement driveways – 1 lift, 2.5" may be substituted.
 - Driveway concrete slab must be pinned to foundation under garage slab with #4 rebar, 24" on center.
- Drive/apron width shall be 8-20 ft measured at property line, 24 ft maximum measured at back of curb.
- Residential lot that is less than 100 ft of street frontage is allowed 1 driveway approach only or one curb cut-**See Exhibit 34.**
- Residential driveway approach/apron – minimum 5 ft from adjoining property.
- Residential driveway approach/apron designed as shown in Exhibit 34, except the back of the existing curb may be neatly sawcut (with VH Pub Works Director approval) to provide a depressed curb as a substitute for the detailed depressed curb. VH Pub Works Director must approve and inspect before cut is made and assess for damage before any placement is made. Identified damage will be replaced to satisfaction of VH Pub Works Director- **See Exhibit 28.**
 - Constructed of Portland cement concrete.
 - *Alternate concrete materials* – approval of VH Pub Works Director – Drive aprons- and waiver absolving VVH from maintenance– signed by owner, developer, builder, and approved by VH Village Manager. Waiver is recorded on the deed to the property.
- New residential construction shall be 6" Portland cement concrete (IDOT Class S1-6.0), WWF 6X6-W2.9x W2.9 wire mesh placed and supported at mid-depth on a 4" compacted crushed limestone (CA-6) subbase. Must be dowled into existing curb per **Exhibit 28-A** Ordinance.
- Existing may be replaced in kind but aprons must conform to Village standards.

Exhibit 34 - (Ord. No. 2013-053, § I, 11-19-13; Ord. No. 2019-003, § 1(Att.), 1-8-19) [CLICK HERE TO VIEW](#)

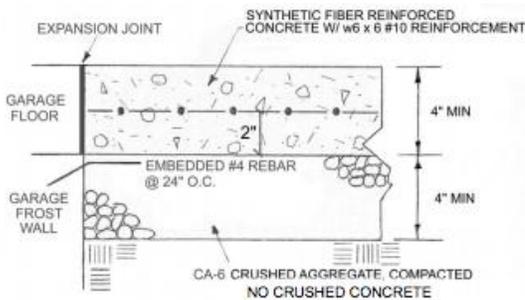
Exhibit 28/28-A- (Ord. No. 2013-053, § I, 11-19-13) [CLICK HERE TO VIEW](#) **#35 FOR COMMERCIAL**

Sidewalks

\$0 Plan
Review Fee

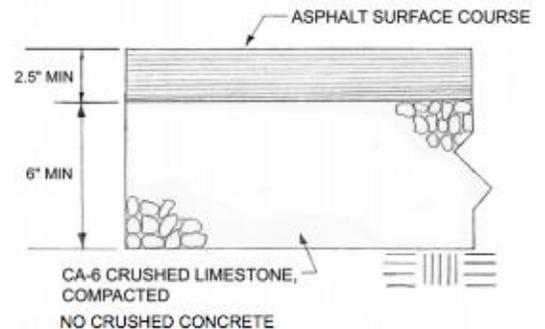
- *Private* - Constructed in same manner as driveway except reinforcement mesh is not required for walkways that do not exceed 5 ft in width. Concrete minimum 4" thick placed on minimum 4" CA6 crushed gravel (Pavers 6" gravel).
- *Public* – Sidewalks shall be constructed of 5" thick of Portland cement concrete (IDOT Class S1), except where it crosses through driveways, where sidewalk thickness must be increased to 6". **Exhibit 29**
- Two #5 steel reinforced bars to be installed in the sidewalk at all trench crossings extending at least 10 ft beyond the edges of the trench.

Exhibit 29 - (Ord. No. 2013-053, § I, 11-19-13) - [CLICK HERE TO VIEW](#)

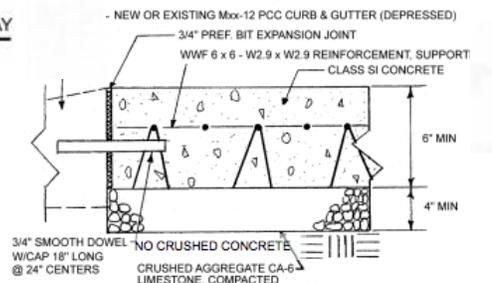


RESIDENTIAL CONCRETE DRIVEWAY

NO MATERIAL OR SPOILS SHALL BE ALLOWED TO BE PLACED ON OR WITHIN THE PUBLIC RIGHT OF WAY



RESIDENTIAL ASPHALT DRIVEWAY
TYPICAL SECTION



RESIDENTIAL CONCRETE DRIVEWAY APPROACH/APRON
TYPICAL

PERMIT FEES CALCULATION ASSISTANCE

CASH OR CHECK ONLY, PAYABLE TO VILLAGE OF VERNON HILLS

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
→		
NO PLAN REVIEW FEES - 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**
Pre-pour
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.



CONSTRUCTION HOURS

~Mon-Fri: 7a-7p ~Saturdays: 8a-5p

~Sundays: NO Construction Hours