

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.*

Village of Vernon Hills Fence Permits

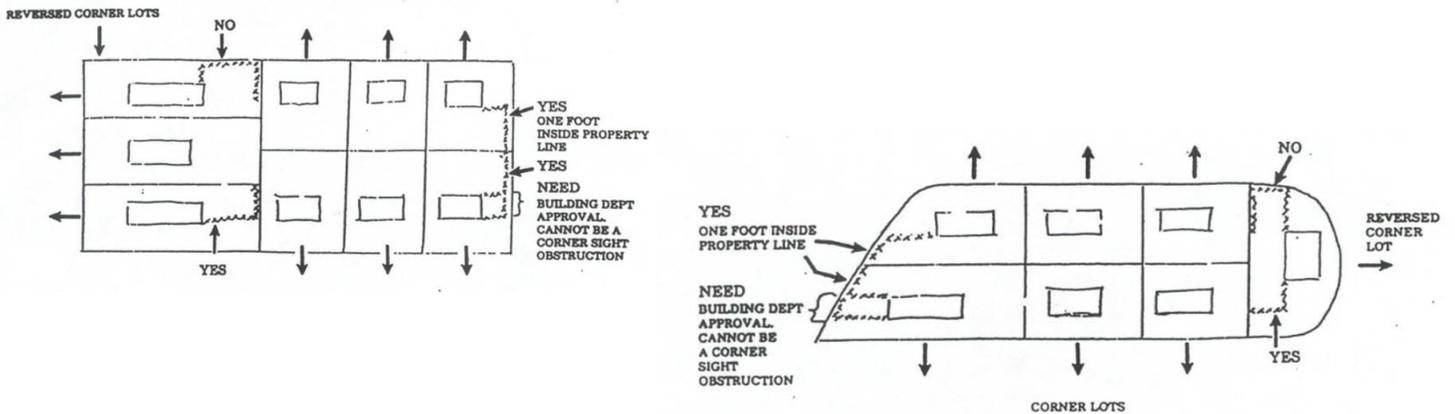
Application & Requirements	<ul style="list-style-type: none"> • Fill out Application with permit and refundable bond fees. <i>(check or cash only – no credit card options available)</i> • CLICK HERE FOR APPLICATION <ul style="list-style-type: none"> ○ To View VH Ordinances - CLICK HERE ○ 10 business 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 – must be provided before fence permit is released. <ul style="list-style-type: none"> ○ https://www.illinois1call.com/
General Information to Follow	<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. • 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.
Fence <i>\$0 Plan Review Fee</i>	<ul style="list-style-type: none"> • Read all info and requirements above and below. • Fill out application with fees. • VH Fence ordinances: Sec 4.8, 4.8.1, 4.8.2- TO VIEW CLICK HERE • Post holes must be a minimum of 42" deep, posts must be set in concrete. • Maximum fence height is 6 feet. • Fence must be located within 12" of lot line. • No side-by-side fences permitted. • Solid fences perpendicular to drainage easements must be a minimum of 6" above grade. • Fence may not meet pool barrier requirements – see VH pool permit information. • Must have an opening or gate in any fence enclosures and must be 50% see through. • DISCLAIMER: The Village of Vernon Hills is not responsible for fence locations. Owners shall make sure that the Plat of Survey prepared is by a licensed land surveyor and used to lay out a fence.

Fig. 14

VERNON HILLS CODE

FIGURE 14. RESIDENTIAL SIDE YARD ADJOINING A STREET—FENCE LOCATIONS

Permitted Fences in a Side Yard Adjoining a Street



↑ Indicates legal front direction
 XXXXX Indicates a fence

Note—All fences permitted in the side yard adjoining a street must stay inside the property line by one foot, minimum.
 (Ord. No. 428, § 3(B), 5-17-83)

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**

*Post Holes
 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 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 – can use a ziploc bag and tape lightly near site. If these plans are not available, a failed inspection can result.



CONSTRUCTION HOURS

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