



## VVH DROP OFF/RECEIVING PERMIT DROP/PICKUP OPTIONS

**290 Evergreen, Vernon Hills 60061**

1. Mail/Drop in Parcel Basket
2. Front Desk Service
3. M-F: 830a-430p for permits
4. **Cash or check only**

Payable to Village of Vernon Hills

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

## COMMERCIAL INFORMATION

[www.vernonhills.org/permit](http://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

**Accompanied paperwork requirements, if applicable to project – See last page of packet for examples.**

### 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.

ENTIRE VH BUILDING PERMIT GUIDE: [CLICK HERE](#)    Inspections: [CLICK HERE](#)    VH Ordinances - [CLICK HERE](#)

### GENERAL DIRECTIONS

- Fill out application in its entirety with contractor list, required license copies and requirements. *Please PRINT legibly. Read specified information and gather requirements that apply to your permit.*
- Calculate Plan Review Fees and pay with permit submission. (Cash or check only)  
*Review Fee Assistance page of this packet so aware of involved fees.*
- Assemble permit package with requirements, plan review fee, 5 sets of plans, and choose delivery option, noted above.

**Click Before  
You Dig.**  
[illinois1call.com](http://illinois1call.com)



## COMMERCIAL ALTERATION/REMODEL

**Submit** a completed building permit application (use general application form) and contractors list along with appropriate plan review fee.

[CLICK HERE FOR A VH GENERAL COMMERCIAL APPLICATION](#)

**Submit** five (5) 36" X 24" (no larger than 30" X 42") complete sets of construction documents. (If cost of remodel or alteration is \$15,000.00 or more, Architectural stamped plans are required) Include the following, if applicable:

- A. Site Plan
- B. Plat of Survey
- C. Building Owner/Developer or Landlord Approval Letter (1 copy)
- D. Architectural Plans
- E. Plumbing & Mechanical Plans
- F. Electrical Plans & Calculations
- G. Construction Specifications
- H. Specification Books
- I. Other Pertinent Information
- J. Com-checks (1 copy)

**Submit** two (2) complete sets of Specifications including work to be performed, and materials/equipment to be used.

**Submit** Cut Sheets listing information and manufacturers installation guidelines for mechanical equipment: furnaces, air conditioning units, space heaters and any other specialty equipment.

**Submit** required license copies with permit application

\*Plumber 055/058, Electrician, Roof (unlimited)

**Submit** Certificate of Insurance for over \$100,000 cost of project. \*See final page for example.

A Health Department approval copy is required for all kitchens with cooking equipment prior to permit release; 847-377-7950.

Fire Systems, Low Voltage, Sign permits, if applicable, are submitted after the commercial alteration permit.

**INSPECTION GUIDELINES - [CLICKHERE](#) (847) 367-3700**

Inspections are not automatic. They must be called in before 3:30pm the day before for a next day inspection. Timeslots are Monday through Friday only – 830a-1130a and 1p-230p.

*If the business requires a business license, please find all business license information at:*

[www.vernonhills.org/bl](http://www.vernonhills.org/bl)



# CONTACT INFORMATION AND LINKS ASSOCIATED WITH VERNON HILLS PERMITS

## VERNON HILLS VILLAGE HALL 290 EVERGREEN – (847) 367-3700

Business License Information: [CLICK HERE](#) Certificate of Occupancy Process: [CLICK HERE](#)  
Full VH Building Permit Guide: [CLICK HERE](#) Inspections: [CLICK HERE](#) VH Ordinances: [CLICK HERE](#)

Lincolnshire Riverwoods Fire Dept (847) 634-2512 (South Vernon Hills/Corporate Woods) <a href="https://www.lrfpd.org/">https://www.lrfpd.org/</a>	Countryside Fire Dept (847) 367-5511 (North Vernon Hills/Continental Executive Park) <a href="http://www.countrysidefire.com/">http://www.countrysidefire.com/</a>
VH Police Department Non-Emergency 754 Lakeview, VH – (847) 362-4449 – Press 0 (East, off of Route 60, back of Target) <a href="#">CLICK HERE</a>	VH Public Works Department/Engineer 490 Greenleaf, VH - (847) 367-3726 (NE corner of Butterfield/Greenleaf) <a href="#">CLICK HERE</a>

### Vernon Hills Building Inspectors – Specific Building/Code Questions

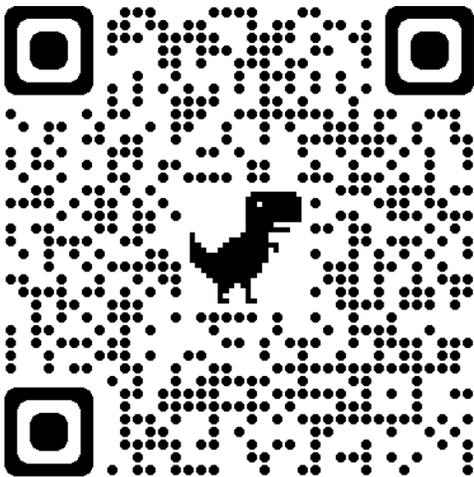
- Dave Griffith –VH Electrical, Commercial– (847) 918-3585 – [davidg@vhills.org](mailto:davidg@vhills.org)
- Jeff Fisher –VH Plumbing, Residential – (847) 918-3561 – [jefff@vhills.org](mailto:jefff@vhills.org)

### Vernon Hills Engineering/Landscape Division

- Steve Maslov – VH Engineer Tech – (847) 918-3590 – [stevem@vhills.org](mailto:stevem@vhills.org)
- Sergio Soto – VH Engineer Dept – (847) 918-2212– [sergios@vhills.org](mailto:sergios@vhills.org)
- Josh Hansen – VH Engineer Landscape – (847) 918-3591 – [joshh@vhills.org](mailto:joshh@vhills.org)

### Vernon Hills Building Department Admins – (847) 367-3700

*All admins intake/release permits, schedule inspections and answer general questions.*



VH MAP



VH SHOP & DINE GUIDE

### CONSTRUCTION HOURS

~**Mon-Fri:** 7a-7p

~**Saturdays:** 8a-5p

~**Sundays:** NO Construction Hours

**VILLAGE OF VERNON HILLS COMMERCIAL  
PERMIT FEE COST APPROXIMATIONS**

Final fees will be relayed at permit release time.



**COMMERCIAL ALTERATION PERMIT FEES**

<p><b>PLAN REVIEW FEES</b>  <b>Project cost x .002</b> (\$75 MINIMUM)  <i>\$75.00 if calculation is under \$75.00</i>  <i>If over \$75.00 for calculation that is the permit fee amount.</i>  <i>*Must be paid at time of submitting application and requirements.</i></p>							
<p><b>PERMIT FEES</b>  <b>Project cost X 1%</b> (\$75 MINIMUM)  <i>\$75.00 if calculation is under \$75.00</i>  <i>If over \$75.00 for calculation that is the permit fee amount.</i></p>							
<p><b>REFUNDABLE BOND FEES</b></p> <table border="0"> <tr> <td><b>Is the cost of the job less than \$5000.00?</b></td> <td>\$50.00</td> </tr> <tr> <td><b>Is the cost of the job range \$5001-15,000.00?</b></td> <td>\$150.00</td> </tr> <tr> <td><b>Is the cost of the job more than \$15,001.00?</b></td> <td>Cost of job X 1%</td> </tr> </table> <p><i>Maximum \$5000.00</i></p> <hr/> <p><b>What is a completion (refundable) bond? (Known as a cash bond)</b>          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, <b>3-5 weeks after final inspections</b> are completed and approved. 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. <i>(Refer to actual permit placard for permit number and phone number to call for inspections.)</i></p>	<b>Is the cost of the job less than \$5000.00?</b>	\$50.00	<b>Is the cost of the job range \$5001-15,000.00?</b>	\$150.00	<b>Is the cost of the job more than \$15,001.00?</b>	Cost of job X 1%	
<b>Is the cost of the job less than \$5000.00?</b>	\$50.00						
<b>Is the cost of the job range \$5001-15,000.00?</b>	\$150.00						
<b>Is the cost of the job more than \$15,001.00?</b>	Cost of job X 1%						
<p><b>FIRE DISTRICT FEES</b>  <i>*These fees will be released to the applicant at permit release notification.</i></p> <p><b>Countryside Fire Department-</b> (847) 367-5511          Ron Cielek (North Vernon Hills/Continental Executive Park)</p> <p><b>Lincolnshire Riverwoods Fire Department –</b> (847) 634-2512          Eric Norlin/Lance Milz (South Vernon Hills/Corporate Woods)</p>							

**CASH OR CHECK ONLY, NO CREDIT CARD OPTIONS AVAILABLE**  
**PAYABLE TO:** *Village of Vernon Hills*

**EXAMPLES**

**CERTIFICATE OF LIABILITY 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.

**ACORD** CERTIFICATE OF LIABILITY INSURANCE KANAF01 OP ID: JB  
 DATE (MM/DD/YYYY) 01/16/2020  
 DATE (MM/DD/YYYY) 5/2/18

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 endorsements(s).

PRODUCER: Insurance CO. CONTACT: PHONE: FAX: (A/C, No. Ext): (A/C, No.)  
 ADDRESS: INSURERS AFFORDING COVERAGE: NAIC #

INSURED: commercial business insured INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

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	INSURER	POLICY NUMBER	POLICY EFF. DATE	POLICY EXP. DATE	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X	COL40171T0	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Max per person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	ACV40926A0	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per person) \$ PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	GPU40708B0	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS LIABILITY <input type="checkbox"/> ANY PROPRIETOR OR PARTNER/EXECUTIVE (Excluded in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X	WCN40842Q0	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER \$ 1,000,000 \$ 1,000,000 \$ 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: VILLA03  
 Village of Vernon Hills  
 290 Evergreen Drive  
 Vernon Hills, IL 60061

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.  
 AUTHORIZED REPRESENTATIVE:

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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.

EXPIRATION: CATEGORY: SA  
 055-XXXXXX

COMPANY: PLUMBING CONTRACTOR REGISTRATION

Plumber Company/Address  
 Plumber Name

07 W111

The face of this license has a colored background. Printed by Authority of the State of Illinois • P.O. 952195-4

**PLUMBER LICENSE & REGISTRATION 058/055/Chicago - EXAMPLE**

**IDPH** PLUMBER LICENSE  
 Illinois Department of Public Health

PLUMBER ID: 058-1  
 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

**City of Chicago**  
 Department of Buildings  
 Journeyman Plumber's License  
 Issued: 7/2/2019

License #: J  
 Expires:

**CHICAGO**  
 In lieu of 058  
 CLEAR PICTURE  
 MUST BE PRESENT  
 NO FAX

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**