



Additions

*Residential: Single or multi-story addition - Screen or open porch with roof - 3 season room
Non-Residential/Commercial*

GENERAL INFORMATION AND PERMIT PROCESS

New home and non-residential additions require a permit. Due to the uniqueness of each project, additional information may be required. The information provided is to help guide you through the permit process. It is the responsibility of the property owner and/or designee to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved. Addition permits are submitted via mail or brought into the VBG Village Hall.

Step 1: Permit Application Submittal

- **Permit application** must be completed with contractor(s) list and signed.
 - **VBG Contractor Registration:** www.vbg.org/contractor
*All contractors must be registered in the Village of Buffalo Grove for the current year.
To check the most recent list of registered contractors, go to www.vbg.org/CL
Contractor registration requirements are [here](#).*
- **Copy of the Proposal/Contract** signed by both parties with scope of work details included.
- **Provide three (3) copies of the plat of survey indicating** the location of the addition, with dimensions and distance from the addition to the property lines. Also, indicate on the plat of survey the location of the main Commonwealth Edison electrical supply line to the building and the location of the electric meter.
- **Provide signed and sealed architectural plans (wet or copy) (24x36) (1/4 in = 1 ft) - 3 sets for Residential, 5 sets for Non-Residential/Commercial that include the following:**
***Wet stamp** or "seal" means the official seal of an engineer, surveyor or other licensed professional that is duplicated, via ink or embossing, on plans, plats or the like prepared by such professional or under his direction, to prove its authenticity and/or to confirm its accuracy. (Source – Law Insider)*
 - Foundation plan with dimensions and depth below grade, floor plan with dimensions, and elevations with dimensions indicating the bottom of the footing, top of foundation, top of the top plate, and top of the ridge line.
 - Size, grade, and spacing of studs, joists, and rafters. Including any structural members and, if applicable, signed and sealed engineered truss drawings.
 - Provide plumbing schematic, including material to be used for water, waste, and vent system.
 - Electrical drawings to include electrical service size, available circuits and number, and size of new electrical circuits.
 - Show the location of the smoke detector(s) and carbon monoxide detector(s).
 - Mechanical drawings showing the location and size of supply air and return air ducts and diffusers.
- **Provide two (2) copies of the signed and sealed Engineering/Grading Plans**
 - Existing and proposed conditions
 - Provide the setback of the addition from the property lines.
 - Impervious surface calculations
- **Separate permits are required for** decks, driveways, fence, fire systems, demolitions, etc. (www.vbg.org/permits)
www.vbg.org/accessory www.vbg.org/driveway www.vbg.org/fence www.vbg.org/firesystems www.vbg.org/demo
- **Contact the VBG Planning and Zoning Department** at ABinder@vbg.org **Visit:** [Planning and Zoning Services](#)
Communicate with the VBG Planning and Zoning Dept to verify usage and any needed requirements.
- **Contact the VBG Engineer Department** at (847) 459-2523 **Visit:** [BG Engineer Services](#)
Communicate with the VBG Engineer Dept for any requirements that might require site, land, and tree information.



Summary of plan and details areas to include but not limited to:

- all structures, proposed/existing
- building site - utility data
- construction fencing
- demolition plan, if applicable
- detail door and window tags, egress windows labeled
- drywall, elevations, energy code
- floor plan/elevations w/roof pitch
- fire rated construction
- label framing/insulation
- light and vent schedule
- prefab truss
- roof plans
- sections
- sprinkler system
- stair plans
- struct framing, wall bracing
- water service data with size calculation and fixture count
- zoning district setbacks



Electrical Plans - lighting and power plans, equipment schedules, panel schedules, load calculations, panel locations, size of service and specifications.

Mechanical Plans - supply, return, exhaust, equipment, location CFM supplied returned or exhausted, manuals S, J & D and R8 insulation in unconditioned spaces.

Plumbing Plans - schedules, riser diagrams, ejector basin and sump pump locations, drain tile as applicable, ISO drawings, etc.

Step 2: Processing and Plan Review

- Reviews can take up to 10-12 business days and can be extended if a 3rd party review is required. Permits are reviewed in sequential order with no expedited review options.
- If any portion of the application is not approved, the applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all the items that need to be addressed before permit issuance. Applicant must respond directly to plan reviewer in writing, providing corrected revisions as directed.
- Once approved, the applicant will be contacted with permit issuance information, fees and payment options.

Step 3: Permit Issuance and Construction Period

- **Permit Fees:** Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX
Covered Porch: \$200 **Unconditioned:** \$500 **Conditioned:** 1.75% of Valuation (\$200 minimum)
**Fees will include 3rd party reviews if applicable to the plan review.*
- **Non-Residential - Commercial**
2% of Valuation up to \$500,000 plus 1.25% of Valuation over \$500,000 (\$500 minimum)
- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible. Permit card must remain posted until final inspections are approved.
- **Underground Utilities** - Call 811 at least a few days before you start any digging project. Utility companies who have potential facilities in the area will be notified. Each utility company will send a locator to mark the appropriate location of the underground utility lines within a few days of your call. For more information, visit call811.com.
- **Construction is permitted** on weekdays, 7am-7pm, and on weekends, 8am-7pm. (Village Municipal Code, Section 9.38.037) No materials or dumpsters are to be stored on the street or in the parkway.
- **Any changes to approved plans**, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- **Permit is invalid** if work does not commence within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.



Know what's below.
Call before you dig.

Step 4: Inspections

Review permit issuance page. *Email: www.vbg.org/inspections *Inspection Details: www.vbg.org/inspectiondetails



Step 5: Completion

Upon completion and approval of final inspections, the permit will be closed out.

Additional Information and Contacts

VBG Shortcuts Menu: www.vbg.org/shortcuts



www.vbg.org