

## SUBMITTING PERMITS ONLINE

### PERMITS ACCEPTED THROUGH THE BS&A ONLINE PORTAL ARE...

[Air Conditioner](#)   [Furnace](#)   [Radon Mitigation](#)  
[Roof](#)   [Sewer Repair](#)   [Water Heater](#)   [Windows/Glass Doors](#)

### BS&A Online Permit Application Submittal by Homeowner

- A. [To get to the BS&A homepage - START HERE](#)  
(If you already have an account, continue to sign in. If you do not have an account, go to B.)
- B. [To get started and create your BS&A account - START HERE](#)
- To the left under SERVICES, go to *Building Department*, choose *Apply for a Permit*.
- **Step 1 – Select a Property** - Type in address, press enter, select your address – *Click Next*.
- **Step 2 – Enter Permit Details**
  - Choose Residential or Non-residential (Commercial)
  - Select the permit type
  - Give a job scope or description of the work being done
  - *Basic usage* – Residential or Commercial
  - *Construction cost*: If you are a homeowner doing the work, give a project market value including labor and materials
  - *Click Next*
- **Step 3 – Enter Applicant Information**
  - Check the box to confirm you are the property owner
  - Enter contact number and email address
  - *Click Next*
- **Step 4 – Permit Fees**
  - The permit fee will automatically go to residential fee structure and permit fee schedule.
  - *Click Next*
  - All permit fees can be found [here](#).



- **Step 5 – Attach Required Documents**

Required documents occurs at this step. Below are some documents you might need.

[Application](#)   [Amendment Form](#)   [Homeowner Affidavit](#)   [Fence Affidavit](#)

You will need to fill out required forms, scan and save each document as a PDF.

PDF – MAC

Go to Print – Lower left, Click on PDF  
Select *Save as a PDF*  
Choose file folder, insert a title  
Click Save – Bottom right

PDF – PC/Windows

Go to Print – Click *Save as a PDF* (left side)  
Choose file folder, insert a title  
Choose PDF as file type  
Click Save button next to file type

Upload each PDF into the appropriate area by clicking *Attach File* - *Select Upload* – *Click designated file and SAVE* - You can also add *Additional Documents*.

ONCE COMPLETED - *Click Next*



## □ **Step 6 – Submit Permit Request**

- Review all information, making sure everything is correct.
- Read the disclaimer and click on the box to accept the disclaimer, then click SUBMIT.
- Within 1-2 business days (24-48 hours), based on all permit information was accepted, you will receive your permit documents to the email provided.

## □ **Step 7 – Make Payment [Here](#)**

Enter a record number which is your **permit number P2023-**\_\_ \_\_ \_\_ \_\_ - Click **SEARCH**  
**Or enter an invoice number** – Click **SEARCH**

Email [permits@vbg.org](mailto:permits@vbg.org) requesting an invoice number, if you are unable to find your permit number.

## **BS&A Online Permit Application Submittal by Contractor**

**Permit Application Submittal and Registration by Contractor for Online Permits - [Here](#)**

**BS&A Online Contractor Submittal Page - [Here](#)**

**BS&A Online Contractor Tutorial and Learning Center - [Here](#)**

**Is your business registered with Buffalo Grove for the current year?**

*Check the most recent listing - [www.vbg.org/CL](http://www.vbg.org/CL)*



**VBG Contractor Registration Information - [www.vbg.org/contractor](http://www.vbg.org/contractor)**

**VBG Contractor Registration Application - [Here](#)**

**VBG Contractor Registration Requirements - [Here](#)**

## **Scheduling Inspections for BS&A Online Permits**

*(2 business day notice)*

1. **Schedule Inspection(s) [here](#)** – Enter the permit number – **P2023-**\_\_ \_\_ \_\_ \_\_
2. Select inspection **type and date** – *Click Next*
3. Enter **contact information** – *Click Next*
4. **Indicate AM or PM** for time window: **AM:** 9a-12p **PM:** 12-3p  
Must enter contact information of the best person to reach regarding the inspections – *Click SUBMIT*

**VBG Extended Permit Information**  
[www.vbg.org/permits](http://www.vbg.org/permits)

**VBG Current Building Codes**  
[Here](#)

## **Project Work that Does Not Require a VBG Permit**

- Gutters, Siding, Soffit/Fascia
- Pop up drains / French drains – must remain within 10' of house
- Tree removal on private property
- Swing sets/other residential play equipment. Basketball hoops (must be on private property)
- Dumpster (must be on private property)