



BURGLAR ALARM

PERMIT PROCESS

This information is being provided 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.

The Village of Buffalo Grove Municipal Code, Chapter 15.16 ([here](#) or scan QR) contains the Anti-burglary Security Code. This was established to provide a degree of security for residential dwellings.



Step 1: Permit Application Submittal

- **Submit the respective permit application** – VBG alarm permitting details can be found [here](#).
A [building permit](#) is required for the installation and/or modification of all the fire and burglar alarm systems, other than the "plug-in" wireless systems.
An [alarm system user permit](#) is required for those alarms which notify the local Police and/or Fire Department upon activation.
- **Installation by either a licensed electrical contractor or a low voltage contractor.**
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.
- **Include specifications of the system**
- **Permit delivery options** – Mail or drop-off, M-F, 8a-4p. Online acceptance is not available at this time.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



Step 2: Processing, Permit Issuance and Construction Period

- Burglar Alarm permits are generally issued over the counter when all required information is provided, and the contractor is registered.
- **Permit Fees:** \$100 (Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX)
- The permit card must be posted, seen and remain posted until final inspections have been approved.
- **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.



Step 3: Inspections

Review permit issuance page for inspection(s). Manual must be on site during the inspection.

Email Directives: www.vbg.org/inspections

Step 4: Completion

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



Additional Information and Contacts

- VBG building permit documents and most permit inquiries can be found at www.vbg.org/permits.
- Specific permit questions that are not under the VBG permit webpage, can be emailed to permits@vbg.org.
- VBG Code of Ordinances can be found at https://library.municode.com/IL/Bufalo_Grove.