



OUTDOOR GAME FIELDS

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. Outdoor game field permits are submitted via mail or at the Village Hall.

Step 1: Permit Application Submittal

- **Permit application must include the project cost, completed contractor and signed** – www.vbg.org/PA
- **Copy of proposal** that includes the scope of work.
- **Contractor Registration:** www.vbg.org/contractor
All contractors must be registered in the Village of Buffalo Grove for the respective year. To check the most recent list of registered contractors, go to <http://www.vbg.org/cl>.
- **Requirements to submit:**
 - List everything being installed as part of the project.
 - 3 copies of any plans, if applicable.
 - 2 *plats* of survey indicating the following:
 - Detail erosion control measures such as silt fence, construction entrance, inlet protection, etc.
 - Location of the cricket pitch with setbacks.
 - Total square footage of disturbance.
 - If more than 5,000 square footage disturbance – fill out and submit a [Watershed Development Ordinance Permit \(WDO\)](#) with Lake County.
- The permit packet submitted should include all the above items for review and any other relevant permit information.
- **Delivery Options** – Mail or drop-off, M-F, 8a-4p. Online acceptance is not available at this time for this permit type. Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



Step 2: Processing and Plan Review

- VBG strives for an average review turnaround time of 5-10 business days once all required information is provided. However, during high permit season times, April – October, plan review time can vary. 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 needing 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:** \$200 *approximate* (Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX)
- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible at all times. Permit card must remain posted until final inspections are approved.
- **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 with supporting documentation showing 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.

- Step 4: Inspections** *Scheduling Directives:* www.vbg.org/inspections
Check permit issuance page for required inspections.

- Step 5: Completion** Upon completion and approval of final inspections, the permit will be closed out.

