



KITCHEN REMODEL

PERMIT PROCESS

A kitchen remodel permit is required to replace an existing kitchen or to modify a kitchen. Kitchen cabinetry replacement requires a permit because of the plumbing and electrical involvement. Water heaters, furnaces, air conditioners and windows are separate permits.

Additionally, 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.

Step 1: Permit Application Submittal

- **Fill out a permit application** in its entirety with signature - www.vbg.org/pa
- **Copy of proposal** with homeowner's signature
If homeowner is doing the work, give a market value (materials and labor) of the project on the application.
- **Contractor Registration:** www.vbg.org/contractor
*All contractors must be registered in the Village of Buffalo Grove.
Include the plumber's letter of intent copy with any plumbing work.
If homeowner is qualified and doing the project work, fill out the [homeowner affidavit form](#).*
- **Specifications** for all new appliances, light fixtures, low voltage systems, etc.
- **Fill out the [kitchen detail worksheet for electrical panel](#)** for both existing and proposed panels.
- **2 copies** of construction drawings (1/4 in = 1 ft) that include the following:
 - **Complete scope of work** from demolition to completion, listing all materials being used.
 - **An existing or demolition floor plan** with dimensions and required notes for all existing walls, windows, doors, soffits, electrical switches, outlets, j-boxes, cabinetry, supply/return vents (exhaust to exterior), appliances (specify gas or electric).
 - **Proposed floor plan** with dimensions and required notes for all existing and new walls, windows, doors, soffits, electrical switches, outlets and j-boxes, modified supply/return vents, appliances (specify gas or electric) and any new cabinetry, indicating any island or peninsula outlet spacing.
 - All kitchen remodeling projects follow the **2017 National Electrical Code**, as amended. It is assumed an older kitchen is not 2017 NEC compliant, therefore work shall be required to bring up to this code.
 - New plumbing work must provide a **riser diagram** for water, waste and vent lines with any new gas lines for appliances, even if existing plumbing remains. This must be indicated on plans and meet the 2014 Illinois Plumbing Code requirements. ([Riser Diagram Example - Last Page of Handout](#))
 - **Adding plumbing fixtures requires a WSFU calculation** with existing water meter size. To determine if a larger water meter size is needed, fill out the [kitchen detail worksheet for plumbing fixture load calculations](#).
 - If adding **low voltage** under cabinet lighting, provide manuals and add notes on the plans as needed.
 - **For wall(s) removal**, must indicate load bearing or no-load bearing.
 - *For load bearing* provide new beam and post sizes, attachment method, blocking beneath to steal beams if signed and sealed calculations are required.
 - *For non-load bearing* provide information on how this was determined with photographs, existing plans, joists direction, etc. If the work is within a condominium, apartment or multifamily unit, a design professional will be required to remove, alter or modify any interior wall(s).
 - *Other:* Review the [smoke and carbon monoxide detector upgrade](#) form and fill out if it applies to your project.
- The permit packet submitted **should include all the above items** with any important information about the permit.
- **Delivery Options** – Mail or drop-off, M-F, 8a-4p. Online acceptance is not available currently.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089
- **All other permits** can be found at www.vbg.org/permits.



Step 2: Processing and Plan Review

- VBG strives for an average review turnaround time of 5 business days once all required information is provided. However, during high permit season times, April – October, reviews can take up to 10 business days. Permits are reviewed in sequential order. We do not have expedited reviews.
- 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:** \$350 – *Kitchen Only*
(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 always on-site and accessible. Permit card must remain posted until final inspections are approved.
- **Construction Hours:** Weekdays: 7am-7pm- Weekends: 8am-7pm ([Village Code 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. (\$50 Fee)
- **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

Review permit issuance page for inspection(s).

Email Directives: www.vbg.org/inspections **Email inspections:** inspections@vbg.org

Typical inspections are:

- **Roughs** – if applicable:
 - Plumbing - Plumber of record must be on site
 - Electrical - Includes smoke detectors and service
 - Mechanical, structural, insulation
- **Final inspections** – if applicable: Plumbing, electrical, mechanical

Step 5: 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/Buffalo_Grove



www.vbg.org



KITCHEN DETAIL WORKSHEET

THIS FORM MUST BE SUBMITTED WITH THE PERMIT APPLICATION

Property Address: _____

ELECTRICAL PANEL SCHEDULE			
Panel Designation: _____		Panel Size: _____	
Voltage: _____			
Cir	Load	Cir	Load
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	
25		26	
27		28	
29		30	
31		32	
33		34	
35		36	
37		38	
39		40	

* Indicate exactly how many total slots are in the panel.
 ** Indicate exactly how many available slots remain in the panel.



KITCHEN DETAIL WORKSHEET

THIS FORM MUST BE SUBMITTED WITH THE PERMIT APPLICATION

Property Address: _____

Plumbing Fixture Load Calculation

Section 890 Appendix A, Table N

Fixture type	Quantity	Load value WSFU (total)	Totals
Water Closet (flush Tank)	_____ x	3	= _____
Lavatory	_____ x	1	= _____
Bathtub with or w/o shower	_____ x	2	= _____
Shower stall	_____ x	2	= _____
Dishwashing machine	_____ x	1	= _____
Kitchen sink	_____ x	2	= _____
Laundry tray (1-3 basins)	_____ x	3	= _____
Laundry machine	_____ x	2	= _____
Hose bibs / Sillcocks	_____ x	1	= _____
		Final total	= <input type="text"/>

WSFU	Flow Demand	Pipe Size	Meter Size
1 to 16	1 to 11.6	3/4"	3/4"
17 to 25	11.7 to 17	1"	3/4"
26 to 30	18 to 20	1"	1"
31 to 50	21 to 29	1 1/4"	1"
51 to 90	30 to 41	1 1/2"	1 1/2"
Over 91	see table in Illinois Plumbing Code		



HOMEOWNER NOTIFICATION FORM BUILDING CODE SMOKE & CO2 DETECTOR UPGRADE

THIS FORM MUST BE SUBMITTED WITH THE PERMIT APPLICATION

Property Address: _____

This form serves as a notification to all homeowners and contractors of the building code requirement for the upgrade of existing residential smoke detectors and carbon monoxide detectors to current building code standards. The Village of Buffalo Grove has adopted the 2018 International Residential Code. Section R314 and R315 reads as follows:

Alterations, repairs and additions is stated in Section R314.2.2

- ❖ "Where alterations, repairs, or additions requiring a permit occur, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings."
"Exceptions: Installation, alteration or repairs of plumbing and mechanical systems."

The location of smoke detectors is specified in Section R314.3 and R314.3.1

- ❖ "Smoke detectors shall be installed in the following locations: In each sleeping room. Outside each separate sleeping area in the immediate vicinity of the bedrooms. On each additional story of the dwelling, including basements and habitable attics but not including crawl spaces and uninhabitable attics."
"Smoke alarms shall be installed not less than 3 feet horizontally from the door or opening of a bathroom that contains a bathtub or shower unless this would prevent placement of a smoke alarm required by this section."
- ❖ Ionization smoke alarms shall not be installed less than 20 feet horizontally from a cooking appliance unless it has an alarm silencing switch. If it has the alarm silencing switch, it would not be allowed to be installed less than 10 feet horizontally from a cooking appliance. Photoelectric smoke alarms shall not be installed less than 6 feet from a cooking appliance.

The interconnection of smoke alarms is specified in Section R314.4

- ❖ "Where more than one smoke alarm is required to be installed within an individual dwelling unit in accordance with section R314.1, the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual dwelling unit. Physical interconnection of

smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.

The required power source is stated in Sections R314.6

- ❖ "Smoke alarms shall receive their primary power from the building wiring where such wiring is served from a commercial source and, where primary power is interrupted, (the smoke alarm) shall receive power from a battery. Wiring shall be permanent and without a disconnecting switch other than those required for overcurrent protection."

(NO "BATTERY POWERED ONLY" UNITS ALLOWED)

Exceptions: Smoke alarms shall be permitted to "battery powered only" in areas where there is no attic access, opened ceiling to expose structural floor or ceiling joists or an unfinished basement.

Carbon Monoxide alarms are specified in Section R315

- ❖ The location of carbon monoxide alarms shall be installed outside of each separate sleeping area in the immediate vicinity of bedrooms. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom. When more than one carbon monoxide alarm is installed, they shall be interconnected so that when one alarm sounds all alarms sound upon activation. The power source for carbon monoxide alarms is the same as for smoke alarms in Section R314.6

Combination units for smoke alarms and carbon monoxide alarms are specified in Sections R314.5 and R315.7.4

- ❖ Combination smoke alarms and carbon monoxide alarms shall be permitted in locations where both types are required.

I have read the above building code requirements and fully understand that all smoke detector requirements must be met in order to pass both the rough electric and final inspections on my room addition, remodel or alteration permit: I have also read all other plan review comments of building code requirements including the 2017 National Electrical Code NFPA 70 and fully understand these requirements shall be met in order to pass both the rough and final inspections on this addition, remodel or alteration permit.

Homeowner's:
Name: _____ Signature: _____ Date: _____

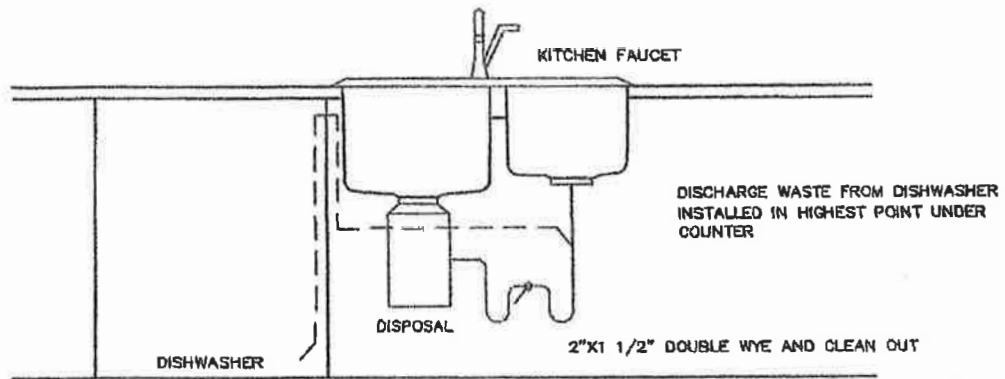
General Contractor's
Name: _____ Signature: _____ Date: _____

Electrical Contractor's
Name: _____ Signature: _____ Date: _____

**The electrical contractor shall discuss these requirements with the homeowner prior to issuance of the permit.*

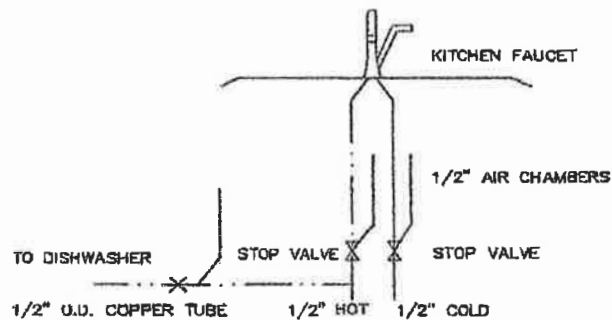
***Electrical rough inspection for smoke & CO2 alarms shall be at the same time as all other electrical rough inspections.*

RISER DIAGRAM - EXAMPLES ONLY



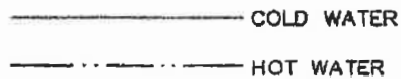
Waste Diagram

NOT TO SCALE



Supply Diagram

NOT TO SCALE



EXAMPLES ONLY