



Mechanical – Electrical – Plumbing (MEP) Commercial or Residential – For individual projects

GENERAL INFORMATION AND PERMIT PROCESS

A **mechanical permit** is required prior to conducting any mechanical work such as heating, duct-work, or cooling. An **electrical permit** involves any electrical work such as installing electrical wiring, transformers, or lighting. A **plumbing permit** addresses any work involving water and piping to such areas as bathrooms, kitchens, and laundry rooms.

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. MEP permits are currently submitted via mail, Village Hall or at permits@vbg.org (if plans are under 11x17 in size).

Step 1: Permit Application Submittal

- **Permit application** must be completed with contractor(s) list and signed.
- **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. *Plumbers must provide 055/058 copies and Electricians must give license copy.*
- **Mail/drop-off:** M-F, 8a-4pm – **Email to:** permits@vbg.org (plans less than 11x17)
Online acceptance is not available currently for these permit types but you can email or drop off.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



REQUIREMENTS

Mechanical

Mechanical permits tend to be for rental, commercial or any other non-owner occupied properties. A mechanical permit is required to erect, install, enlarge, alter, repair, remove, convert or replace a mechanical heating, ventilating and air-conditioning system. This includes, but is not limited to: furnaces, heat pumps, air-conditioning units, range hoods, fuel-oil tanks and piping system, boilers, LP-gas tanks and piping systems. (See - [Residential AC permits](#), [Residential Furnace permits](#))

- **Copy of the Proposal/Contract** between Contractor and designee, signed by both parties with the written scope of work included.
- **Copy of landlord or building management approval**, if applicable. (email, letter, etc.)
- **2 sets of plans**

Mechanical plans are to show all combustion air, return air, supply openings, furnace/boiler locations along with venting, BTU input and output, locations, fire dampers and installation details, flame spread ratings of all insulated ducts, gas piping sizes and locations with support. For mechanical hoods, see Fire System handout.

Electrical

- **Copy of the Proposal/Contract** between Contractor and designee, signed by both parties that includes a written scope of work included.
- **Copy of landlord or building management approval**, if applicable. (email, letter, etc.)
- **Scope of work with 2 drawing** copies of current electrical and proposed modifications.
- **2 Plats of Survey will be needed for exterior equipment that will be relocated.** – Highlight the location of the proposed work and mark clearly, setbacks from lot lines.

Plumbing

- **Copy of the Proposal/Contract** between Contractor and designee, signed by both parties with the written scope of work included.
- **Letter of intent (LOI)** to meet State of Illinois requirements and is stamped with a corporate seal per [IL License Law 225 ILCS 320](#).
- **Copy of landlord or building management approval**, if applicable. (email, letter, etc.)
- **Map showing water lines**, if applicable.





Step 2: Processing and Plan Review

- MEP permits are reviewed by the Building Department or a 3rd party organization. Reviews can take 5-10 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:** *Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX*
Mechanical: RTU Replacement (each): \$100 – Residential: \$100 – Non-residential: 1.75% of Valuation (\$100 min)
Electrical: Residential: \$100 – Non-residential: 1.75% of Valuation (\$100 min)
Plumbing: RPZ Replacement, Irrigation Disconnect, or Other Residential: \$100
 Non-residential: 1.75% of Valuation (\$100 min)
- *3rd party plan reviews will include reimbursement fees.*
- **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.
 - **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.



Step 4: Inspections

Review permit issuance page for inspection(s).

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

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

Shortcuts:
www.vbg.org/shortcuts