



## CONSTRUCTION TRAILERS OR TEMPORARY BUILDINGS: PERMIT PROCESS, REVIEW PROCEDURE, AND REQUIREMENTS



**Buffalo Grove zoning code allows temporary buildings for construction purposes, subject to the following regulations (Sec. 17.20.060):**

- Temporary buildings are permitted for storage of construction materials and office functions related to active construction occurring on the same property.
- Temporary construction buildings require permits from the Building Department.
- They can only be installed for the duration of the construction project.
- Temporary buildings must be removed within 30 days after completion of the construction project.
- Temporary construction buildings must meet accessory structure setback requirements:
  - Cannot be located in a front yard
  - At least 3 feet from side and rear lot lines



### Step 1: Permit Application Submittal

- **Permit application must include the project cost, contractor(s) list and signed** – [www.vbg.org/PA](http://www.vbg.org/PA)
- **Contractor Registration:** [www.vbg.org/contractor](http://www.vbg.org/contractor)  
*All contractors must be registered in the Village of Buffalo Grove.*  
*To check the most recent list of registered contractors, go to [www.vbg.org/CL](http://www.vbg.org/CL).*
- **Submit 2 plats and drawing copies with all the required information that is listed below.**
  - On a plat of survey show dimensions of trailer to property lines. Provide striping layout for parking area, include handicap spaces. Show route and location of all utility connections. (i.e. sanitary sewer, water, gas, electric)
  - State if there will be use of a generator with electricity, and/or plumbing.
  - Contact J.U.L.I.E. (Utility Locate Service) at 1-800-892-0123 to locate underground utilities and to obtain a dig number.
  - Trailers shall be connected to electric services.
  - Provide a description of how the trailer will be anchored to the ground.
  - An address block with four-inch numbers shall be installed on the trailer.
  - Skirting for the trailer shall match the siding materials of the trailer in style and color.
  - Show complete details for stairways, guardrails, handrails, walkways, piers, exterior lighting and handicap accessible ramps (include slope, length and total rise of the ramp).
  - Provide a floor plan of the trailer showing all required handicap accessible dimensions for the washroom and its fixtures. The door hardware to be lever type. Trailer shall meet all Illinois Accessibility Code requirements.
  - Trailer shall have smoke detector(s) and fire extinguisher(s).

### Step 2: Processing and Plan Review

- 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:** \$400  
(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. Plans must be on-site and accessible to inspectors. 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](http://www.vbg.org/inspections) **Email inspections:** [inspections@vbg.org](mailto:inspections@vbg.org)

2 working days' notice/48 hours

#### ***Inspections to be completed:***

- Electrical Service
- Final Plumbing, Electric, Building, Fire

### 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](http://www.vbg.org/permits) or [www.vbg.org/shortcuts](http://www.vbg.org/shortcuts)

Specific permit questions that are not under the VBG permit webpage, can be emailed to:

[permits@vbg.org](mailto:permits@vbg.org)

**[www.vbg.org](http://www.vbg.org)**