



Elevators

GENERAL INFORMATION AND PERMIT PROCESS

All elevators require a permit. 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. Elevator permits are currently submitted via mail to the address above, attention to the Building Department Permits.

Step 1: Permit Application Submittal

- **Permit application** must be completed with contractor(s) list and signed.
- **Copy of the Proposal/Contract** between Contractor and designee, signed by both parties with scope of work included.
- **Copy of landlord or building management approval**, if non-residential. (email, letter, etc.)
- **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.

Elevator contractor must provide state license copy with application (no registration fees being state licensed).



REQUIREMENTS

- 3 sets of stamped drawings and include the most recent elevator license copy.
- An electrical permit may be required, to be determined during plan review, with fees involving each elevator/conveyance



Step 2: Processing and Plan Review

- Reviews can take up to 21 business days, as they are reviewed through a 3rd party.
- 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
Elevator New or Modification: \$300 plus 3rd Party Review 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 (New) and Completion

EIS: (630) 323-6541

Additional Information and Contacts

Shortcuts: www.vbg.org/shortcuts



ELEVATOR INSPECTIONS & CERTIFICATES

As of 2007 the State of Illinois requires elevators to be registered with the [State Fire Marshal's Office](#). Information, registration forms and requirements for upgrading or modifying elevators to State standards is available on [their web page](#).

The Village of Buffalo Grove inspects elevators twice a year. A certified inspector from EIS Elevator performs inspections for the Village and must be scheduled by the designee. Inspection fees are \$80.00, bi-annually done and per elevator.

If any changes in contact or mailing information occur, please email: mcvail@vbg.org.