



Cell Towers - Antennas

GENERAL INFORMATION AND PERMIT PROCESS

Cell towers and antenna modifications 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.*

All **new** cell towers and antennas, *not* modifications to existing towers/antennas, require review by Village Staff prior to a permit application. Contact Community Development Department at 847-459-2530 or abinder@vbg.org.

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.
- 3 copies of plat of survey indicating the location of the tower shown to scale.
- 3 copies of a scaled dimensional drawing including any structural, electrical or low voltage information.
- **Contractor Registration:** www.vbg.org/contractor - Electrician must be included.
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 www.vbg.org/CL.



Small Wireless Facilities Deployment Act

The Small Wireless Facilities Deployment Act (the "Act"), 50 ILCS 840/1 *et seq.*, was signed into law on April 12, 2018, as Public Act 100-0585. It provides the regulations and process for permitting and implementing small wireless facilities within a right-of-way and private property throughout Illinois (omitting Chicago). Small wireless facilities, that are commonly called "small cell," are commonly attached to utility or other such poles. The Small Wireless Facilities Deployment Act levies certain additional requirements on municipalities, including The Village of Buffalo of Grove.

References:

[12.06.030 - Small Wireless Facilities.](#)

[Small Wireless Facilities Deployment Act Fact Sheet](#)

Step 2: Processing and Plan Review

- Reviews can take up to 10 business days, are appraised in sequential order with no expediting 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 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:** \$200 *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. 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 and Completion

www.vbg.org/inspectiondetails

Additional Information and Contacts

Shortcuts: www.vbg.org/shortcuts

