



COMMERCIAL TENANT BUILDOUT OR REMODEL



PERMIT PROCESS

Due to the uniqueness of each tenant buildout, there may be additional requirements. This information is being provided 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 commercial permits are submitted via mail or at the Village Hall.

Step 1: Permit Application Submittal

- ❑ **Fill out business application (if applicable)** – www.vbg.org/BL or visit www.vbg.org/newbusiness
- ❑ Once #1 is complete and approved, fill out a **permit application, sign** – www.vbg.org/pa.
- ❑ **Building management approval** documentation (if leased space).
- ❑ **Contractor Registrations:** www.vbg.org/contractor.
All contractors must be registered in the Village of Buffalo Grove.
- ❑ **Submit 4 - 24" X 36" complete paper sets** of architectural plans/structural plans, that must be stamped.
Include mechanical, electrical and plumbing plans with calculations.
- ❑ **Cut sheets (2)** - Listing information and manufacturers installation guidelines for mechanical equipment: furnaces, air conditioning units, space heaters and any other specialty equipment.
- ❑ **Specification books (2)** - Including work to be performed, and materials/equipment to be used.
- ❑ The permit packet submitted should include all the above items for review and add any other relevant information to the permit.
- ❑ **Delivery Options** – Mail or drop-off, M-F, 8a-4p. Online acceptance is not available at this time.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089
- ❑ **All other permits** can be found under www.vbg.org/permits



Step 2: Processing and Plan Review

- Average review time is up to 10 business days (for each revision additionally) after all required information is provided. Larger projects might require additional time. Permits are reviewed in sequential order.
- 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 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** - 2% of Valuation up to \$500,000 plus 1.25% of Valuation over \$500,000 (\$500 minimum). Fees are due at permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx). Credit cards do have an approximate 3% processing fee.
- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible at all times. 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.



Occupancy Checklist

Complete all work as submitted and approved by the Village of Buffalo Grove.

When scheduling *final* inspections, notify the scheduler that the inspections are for finals for "Occupancy".

Main Permit - Final Inspections

- Final Building
- Final Electrical
- Final Plumbing
- Final Fire Department (Life Safety)
- Final Health (if applicable)



Separate Permit(s) - Final Inspections

- Final Fire Sprinkler
- Final Fire Alarm
- Other Fire Systems
- Low Voltage (Voice/Data)
- Signs
- Other Permits

VBG Building Codes

- 2018 International Building Code, as amended*
- 2018 International Residential Code, as amended*
- 2018 Property Maintenance Code, as amended*
- 2018 International Fire Code, as amended*
- 2018 International Mechanical Code, as amended*
- 2018 International Existing Building Code, as amended*
- 2018 International Fuel Gas Code, as amended*
- 2018 ICC Performance Code for Existing Buildings and Facilities
- 2018 International Energy Conservation Code, as amended by IL*
- 2018 ICC Electrical Code Administrative Provisions, as amended*
- 2017 National Electric Code, as amended*
- 2014 State of Illinois Plumbing Code, as amended*
- 2018 State of Illinois Accessibility Code
- BG Municipal Code (Title 14) - Sign Code
- BG Municipal Code (Title 15) - Buildings and Construction
- BG Municipal Code (Title 17) - Zoning Ordinance

**Amendments to the codes listed above are contained in Title 15 of the Buffalo Grove Municipal Code.*

Step 4: Inspections

Review permit issuance page for inspection(s).

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

New Businesses Only: Once all final inspections are approved, a Certificate of Occupancy will be released to applicant to post. Business licenses will be mailed by the Deputy Village Clerk, Jessie Brown. www.vbg.org/newbusiness

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/Bufalo_Grove



www.vbg.org