



BUILDING DEMOLITION

PERMIT PROCESS

A demolition permit is required to demolish a building within the Village. **A utility disconnect permit must be submitted, approved, issued, and closed out prior to the issuance of a demolition permit.** 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 project 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

- **Permit application must include the project cost, contractor(s) list and signed** – www.vbg.org/PA
- **Submit a [Utility Disconnect Permit](#)** and complete the utility disconnection from village facilities.
- **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.
- Demolition contractor shall follow all [IEPA guidelines](#) for the removal and disposal of any asbestos or other hazardous materials.
 - **Lake County** - Demolition contractor shall follow [Lake County Health Department guidelines](#) for the removal of a structure.
 - **Cook County** – Must acquire a [separate demo permit from Cook County](#), in order to issue the VBG permit.
 - *Submit a copy of the respective county demolition permit with application.*
- **Submit 2 (clean and legible) Plat of Survey copies.**
- **Written Demolition Plan** including the estimated start date and completion date.
- **Letters from Utility Companies** indicating that power and gas lines to the structure have been removed.
- **Demolition Site Plan, including:**
 - Protection fencing around the demolition site
 - Silt fence around the site for erosion control
 - Fencing for tree protection including parkway trees
 - Protection barriers shall not block any fire hydrant or fire department connection
 - Restoration materials
- 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



Step 2: Processing and Plan Review

- Building demolition permits are reviewed by the Buffalo Grove Building and Engineering Departments. Reviews can take up to 10 business days. Permits are reviewed in sequential order and 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:** *Residential* - \$150 *Non-Residential/Commercial* - 1.75% of valuation (\$200 minimum)
(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.
- **Contact J.U.L.I.E** 48 hours before digging: (800-892-0123) – www.illinois1call.com
- **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 inspection directions** – www.vbg.org/inspections

Note – Engineering Department only inspects the utility disconnections from village utilities.

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.

Call the Engineering Department at (847) 459-2523 with any utility disconnect questions.

Email the Building Department at permits@vbg.org with any demolition permit questions outside of utility disconnects.

VBG Shortcuts: www.vbg.org/shortcuts

Specific demolition details and requirements can be found within Title 13 – Water and Sewer and Title 16 – Development.
[Title 13 – Water and Sewer](#) [Title 16 - Development](#)



www.vbg.org