



Electrical Service Repairs or Upgrade Commercial or Residential

GENERAL INFORMATION AND PERMIT PROCESS

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 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. Electrical service permits are currently submitted via mail, Village Hall or at permits@vbg.org (if plans are under 11x17 in size).

Step 1: Permit Application Submittal

- [Permit application](#) must be completed with contractor(s) list and signed.
- **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. *Electricians must provide electrician license copy - \$75.00 contractor fee registration.*
- **Mail/drop-off:** M-F, 8a-4pm – **Email to:** permits@vbg.org (plans less than 11x17)
Online acceptance is not available currently for this permit type but it can be emailed or dropped off.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



REQUIREMENTS

- **2 sets of plans or drawings** indicating the existing service size and proposed service size, if existing or new service is overhead or underground, and the location of the electrical panel.



REFERENCES

[ComEd Service and Meter Requirements](#) [ComEd Requirements for Electric Service](#) [VBG Electrical Code 15.08](#)

Step 2: Processing and Plan Review

- Electrical service repair or upgrade permits are reviewed by the Building Department or a 3rd party organization. Reviews can take 5-10 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:** **Residential** - \$100 **Non-Residential** - 1.75% of Valuation (\$100 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 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

Review permit issuance page. *Email: www.vbg.org/inspections *Inspection Details: www.vbg.org/inspectiondetails

Step 5: Completion

Upon completion and approval of final inspections, the permit will be closed out.



Additional Information and Contacts

Shortcuts: www.vbg.org/shortcuts

