



FIRE REPAIRS

PERMIT PROCESS

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 fire repair 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
- **Contractor Registration:** www.vbg.org/contractor.
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
- **Requirements** to submit with the corresponding permit.
 - **Fire Systems**
 - Complete fire alarm system drawing sets with equipment specifications.
 - *Commercial: 4 New Residential: 2*
 - Fire alarm systems are to be installed by a State licensed alarm contractor.
Current State fire alarm contractor license copy is required for VBG contractor registration and permit submittal.
 - **Fire Repairs**
 - Include a copy of the insurance claim.
 - **2 copies of the Construction Drawings (1/4 inch=1 foot) that include:**
 - Proposed floor plan of the repaired area.
 - Provide size and type of materials to be used for new walls, doors and windows.
 - Provide a plumbing riser diagram for water, waste and vent lines.
 - Electrical drawings to include electrical service size, available circuits and number and size of new electrical circuits. Also include the location of new and existing switches, lighting, and receptacles.
 - Mechanical drawings showing the location of new or existing supply air and return air ducts.
 - Indicate exhaust, if applicable, to be vented to outdoor air. Provide a copy of the exhaust hood manual.
 - Indicate if appliances are gas or electric, if applicable.
 - Show location of smoke detector(s).
- **Delivery Options** – Mail or drop-off, M-F, 8a-4p. Online acceptance is not available for this permit type.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



Step 2: Processing and Plan Review

- VBG fire permits can take up to 2-3 weeks, depending on if it will require a 3rd party review. 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:** Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX

Fire / Water Damage Repair

Residential – Minor: \$500

Residential – Intermediate: \$1,200

Residential – Major: \$2,500

Non-Residential: 1.75% of Valuation (\$500 minimum)



NOTE: Classification is based on complexity of project, as determined by the Plan Examiner.

- **Approved plans** are given to the applicant at permit issuance and must be always 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 for inspection(s). **Email Directives:** www.vbg.org/inspections
Building inspection time windows: M-F: 9-12pm (AM) and 12-3pm (PM)

Step 5: Completion

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

Additional VBG Information:

www.vbg.org/shortcuts

