



FIRE SYSTEMS

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 system permits are submitted via mail or at the Village Hall. **This handout is in draft form and potentially might have updates or variances to the need of the project. This handout is a temporary guide to assist.**

Fire System Permit Types and Code References

Ansul - A pre-engineered, automatic fire suppression system that can confront large, hazardous fires without human involvement.

Fire Alarm - Detects fires, alerts occupants, initiates safety control functions and alerts the local fire department. If you choose to have your systems monitored by the Village of Buffalo Grove local Police and/or Fire Department, you will need to complete and submit an [Alarm User Permit](#). Fees will apply.

Fire Sprinkler - Prevents fire advancement and spread by releasing water through sprinkler heads connected to a distribution piping system.

Mechanical Hood – A device containing a mechanical fan that hangs above the stove in the kitchen. It removes airborne grease, combustion products, fumes, smoke, heat, and steam from the air by evacuation of the air and filtration.

Other Fire Permits and/or Reviews- Fire Alarm Panels, Fire Pumps, Fire Repair, Life Safety (Non-Residential/New Homes) Racking, Special Suppression, Spray Booths, Stand Pipes, and Tanks.

REFERENCES: NFPA - [HERE](#) ICC Codes - [HERE](#) Smoke Alarm Detector New Illinois Law - [HERE](#)

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.
 - If new plumbing work is being done, provide a plumbing riser diagram for water, waste and vent lines as well as any new gas lines for appliances. If existing plumbing is to remain in same location, indicate on plans.
 - 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 currently. 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)

Fire Alarm

Base fee: \$160 plus
Systems of 5,000 square feet or less: \$50
Systems of 5,001 sf – 10,000 sf:
\$5 per device (\$100 minimum)
Systems of 10,000 sf plus:
\$5 per device (\$150 minimum)

Fire Suppression/Sprinkler

New automatic sprinkler system, 1-100 heads: \$125+
Every additional 100 heads or fraction thereof: \$50
Renovation to existing system - base fee: \$100 plus
20 heads or less: \$25 - 21 to 100 heads: \$50
Every additional 100 heads or fraction thereof: \$50
Domestic water system: \$50
Standpipes (each): \$50 - Fire pumps (each): \$50
Hood suppression: \$50 - Clean agent: \$50
Alternate system: \$50 - Means of egress: \$50

Other Fire Dept permit reviews that involve fees:

Life Safety Reviews
(Commercial/New Homes)
Fire Alarm Panels
Fire Pumps
Racking
Repairs
Special Suppression
Spray Booths
Stand Pipes
Tanks



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

NOTE: Does not include anything that would require a separate permit, such as during review windows, furnace, panel, etc.

- **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
Fire inspection time windows: M-F: 8-11am (AM) and 1-2pm (PM)



Step 5: Completion

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

Additional VBG Information:

www.vbg.org/shortcuts