



GENERATOR (RESIDENTIAL)

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 commercial permits are submitted via mail or at the Village Hall.

All generators must be located in accordance with accessory structures per title 17.32.020. No generator should be located in any front yard. If a generator is located in a side yard, it must conform to the side yard regulations of that zoning district, provided that it shall not project in front of the midpoint of any given side of the principal building. A generator cannot be located in any easement.

Step 1: Permit Application Submittal

- [Permit application](#) must include the project cost, complete contractor(s) list and sign.
- **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.
- **Provide 2 copies of plat of survey** that must include the following.
 - Show the location of the gas line and indicate the material that will be used. Gas lines must be a minimum of 12 in below approved grade.
 - Yellow insulated copper tracer wire or other approved conductor shall be installed adjacent to underground nonmetallic piping.
 - Indicate location of shut-off valve(s). There shall be one at the meter or connection point as well as one at the generator.
 - The gas meter shall be sized for maximum cubic feet/hr based on whole house natural gas usage and load calculation for the generator. (*Upgrading of the existing gas meter may be required.)
 - Submit a copy of the manufacturer's specifications and installation manual. This manual will be returned to you at the time the permit is issued.
 - Indicate location of the generator and 4" concrete pad, unless specific manufacturer requirements allow alternative, and show the required clearances using dimensions to all exterior walls, window wells, windows, doors, vegetation, dryer vents, bathroom exhaust vents or high efficiency furnace vent piping.
 - The permit packet submitted should include all the above items for review and any other important permit information.
- **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

- VBG strives for an average review turnaround time of 5 business days once all required information is provided. However, during high permit season times, April – October, reviews can take up to 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 of 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:** \$200 residential - \$400 residential
(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 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.

Step 4: Inspections www.vbg.org/inspections

Step 5: Completion - Upon approvals, permit is closed.

[Consumer Reports – How to Choose the Right Size Generator](#)