



INTERNAL DEMOLITION

INTERNAL DEMOLITION PERMIT PROCESS

Before a tenant buildout takes place, sometimes an internal demolition permit is needed before the buildout can take place.

Application Submittal

*Foundation permits are a possible option to start the respective project while plans are in the review process.

- Application filled out in its entirety with contractor listing** – www.vbg.org/PA.
Detailed, written description of scope of work.
- Contractor Registration:** www.vbg.org/contractorbasics
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.
- 1 copy of the proposal with project costs.**
- 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 options will be coming soon.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089
- If your next step is the tenant buildout, that permit** can be located here – www.vbg.org/buildout



Step 3: Permit Issuance and Construction Period

- **Permit Fees:** \$400
(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.
- **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 **Email inspections:** inspections@vbg.org

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 or www.vbg.org/shortcuts

Specific permit questions that are not under the VBG permit webpage, can be emailed to:
permits@vbg.org