



LOW VOLTAGE

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. Low voltage 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
- **Landlord/Building Management consent** letter/email approving the work for commercial projects.
- **Contractor Registration:** www.vbg.org/contractor
All contractors must be registered in the Village of Buffalo Grove.
To check the most recent list of registered contractors, go to www.vbg.org/CL.
- **Submit 2 copies of the proposal of work and any plans.**
- The permit packet submitted should include all 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 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:** \$100 or \$200 with card access.
(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 \(HERE\)](#) 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](mailto:permits@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.

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

VBG Code of Ordinances can be found at https://library.municode.com/IL/Bufalo_Grove. VBG Building Codes: [Here](#)