



NEW CONSTRUCTION

NEW CONSTRUCTION PROCESS

This information is being provided to help guide you through the Village processes of a building concept to the construction of a new building to the final process of becoming a new business in Buffalo Grove. It is the responsibility of the designee to ensure that the Village of Buffalo Grove processes from concept to finish is followed and completed in its entirety. All VBG permit handouts can potentially have updates, revisions and variations to the requirements listed.

STEP 1: Contact Village

Contact the Village of Buffalo Grove's Planning and Zoning Department to discuss the proposed plan and new development within the Village. **Visit:** [Planning and Zoning Services](#)

STEP 2: Concept Plan Review

The developer will need to prepare a preliminary plan along with narrative of the project, site plan, landscape plan, renderings and other documents required by Village Staff during concept plan review discussion. These items will be reviewed by the Village's Plan Review Team.

Once Village Staff has reviewed the concept plan documents, the developer will have to present the concept plan to the Village Board. Once the Village Board has approved the concept plan, the developer will have to present the concept to the Planning and Zoning Commission (PZC).

Visit: [Community Development Services](#) **Visit:** [BG Engineer Services](#)

STEP 3: Preliminary Plan Review and Public Hearing

The developer will submit a formal application, related documents provided by Village Staff and fees for the preliminary plan and public hearing process. Once documents are submitted, the Village's Plan Review Team will review the plans and will provide the developer with comments regarding the preliminary plan that will need to be addressed prior to the public hearing at the Planning and Zoning Commission. Once all documents are re-submitted that address Village comments, Village Staff will schedule a Public Hearing at the Planning and Zoning Commission meeting.

The developer will meet with the Planning and Zoning Commission where there will be a review of the development proposal, special use permits, technical review, variances and to discuss any possible amendments needed. The Planning and Zoning Commission will make a recommendation to the Village Board.

Visit: [Planning and Zoning Services](#)

STEP 4: Preliminary Plan Approval by Village Board

The Planning and Zoning recommendations will be summarized and presented to the Village Board. If approved, the developer will move onto the next steps of the permit process.

STEP 5: Development Improvement Agreements (DIA), Sitework or Engineering

Contact the VBG Engineer Department at (847) 459-2523.

Visit: [BG Engineer Services](#)

Typical submission requirements are 5 sets of architectural stamped plans (24x36) with an [application](#) and any other important permit information.

Other Engineer Permits:

[Right of Way Permit](#)

[Water and Sewer Permit](#)

[Utility Disconnect Permit](#)

[Lake County Watershed Permit \(WDO\)](#)



STEP 6: New Construction Building Permit Process

(/Building Department)

Village permits and processes for the shell/new construction building.

Application Submittal

- **Fill out business application and find information at www.vbg.org/licenses.**
Once the business application is applied for and complete, fill out a **permit application with signature and a completed contractor list - www.vbg.org/PA.**
- **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 5 - 36" X 24" complete paper sets** of architectural plans/structural plans, signed and sealed.
- **Mechanical, electrical and plumbing plans with calculations.**
- **Cut sheets (2)** - Listing information and manufacturers installation guidelines for mechanical equipment: furnaces, air conditioning units, space heaters and any other specialty equipment.
- **Specification books (2)** - Including work to be performed, and materials/equipment to be used.
- *The permit packet submitted should include all the above items for review and add any other relevant information to the permit. Once completed, the building, fire and engineer departments will review.*
- **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
- **All other permits** are submitted after the tenant buildout/remodel permit - www.vbg.org/permits



Processing and Plan Review

(Building, Engineer, Fire)

- VBG Building, Engineer and Fire departments review new non-residential construction permits. Average review time is 10-12 business days (for each revision additionally) after all required information is provided. Larger projects might require additional time. Permits are reviewed in sequential order.
- 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.

Permit Issuance and Construction Period

- **Permit Fees - Here** - 2% of Valuation up to \$500,000 plus 1.25% of Valuation over \$500,000 (\$500 minimum). Fees are due at permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx). Credit cards do have an approximate 3% processing fee.
- **Contact J.U.L.I.E** 48 hours before digging: (800-892-0123) – www.illinois1call.com
- **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 and with the contractors 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.

www.vbg.org



Inspections

Review permit issuance page for inspection(s).

Contact the VBG Engineering Department for **engineer specific inspections** at (847) 459-2523.

Inspection directives for **building inspections** are at www.vbg.org/inspections.

Completion with Occupancy

All rough and final occupancy inspections must be completed and approved. Upon completion, all associated permits with approved finals will be closed out.

New Businesses: Once all final inspections are approved, a Certificate of Occupancy will be released to the applicant to post. Business licenses will be mailed by the Deputy Village Clerk.

Occupancy Checklist

Complete all work as submitted and approved by the Village of Buffalo Grove.

Schedule *final* inspections and notify scheduler, the inspections are for finals for "Occupancy".

Main Permit - Final Inspections

- Final Building
- Final Electrical
- Final Plumbing
- Final Fire Department (Life Safety)
- Final Health (if applicable)

Separate Permit(s) - Final Inspections

- Final Fire Sprinkler
- Final Fire Alarm
- Other Fire Systems
- Low Voltage (Voice/Data)
- Signs
- Other Permits



VBG Building Codes

- 2018 International Building Code, as amended*
- 2018 International Residential Code, as amended*
- 2018 Property Maintenance Code, as amended*
- 2018 International Fire Code, as amended*
- 2018 International Mechanical Code, as amended*
- 2018 International Existing Building Code, as amended*
- 2018 International Fuel Gas Code, as amended*
- 2018 ICC Performance Code for Existing Buildings and Facilities
- 2018 International Energy Conservation Code, as amended by IL*
- 2018 ICC Electrical Code Administrative Provisions, as amended*
- 2017 National Electric Code, as amended*
- 2014 State of Illinois Plumbing Code, as amended*
- 2018 State of Illinois Accessibility Code
- BG Municipal Code (Title 14) - Sign Code
- BG Municipal Code (Title 15) - Buildings and Construction
- BG Municipal Code (Title 17) - Zoning Ordinance

**Amendments to the codes listed above are contained in Title 15 of the Buffalo Grove Municipal Code.*

**PERMIT FEES
HERE**

**VBG CODE OF
ORDINANCES**

**PERMIT
APPLICATION
HERE**

**CONTRACTOR
REGISTRATION
HERE**

www.vbg.org



RECAP AND REMINDERS

OTHER, SEPARATE PERMITS THAT MAY BE AFFILIATED WITH COMMERCIAL NEW CONSTRUCTION PERMITS

BUSINESS REGISTRATION AND LICENSES

A completed and approved Business Registration & License Application is the first step in establishing a business in Buffalo Grove. This process confirms that your business can legally operate at the anticipated location. The registration takes place prior to any buildout permits are submitted. An approved certificate is required before issuing a Certificate of Occupancy, Building/Sign Permit, etc.

DEMOLITION PERMITS

With new construction, if there is a need for internal or building demolitions, a permit is needed.

Submit – Application, 5 plan sets, proposal copy, and any other permit information.

FIRE INFORMATION

FIRE SYSTEM AND REPAIR PERMITS

Fire Alarm, Fire Sprinkler, Ansul, Kitchen Hoods, Other Fire Permits, Fire Repairs

Submit – [Application](#), 4 plan sets (*commercial*), 2 plan sets (*new residential*), proposal copy, [contractor registration](#), and any other permit information.

SIGN PERMITS

A building permit is required for any new permanent signage being placed on the tenant space or subject property.

TENANT BUILDOUT PERMITS

Once the sitework and building shell is complete, the next step is the buildout for tenants. All work involving structural, electrical, HVAC, and/or plumbing alterations, or any work that affects the interior of the tenant space other than cosmetic work requires a building permit.

VILLAGE OF BUFFALO GROVE HOURS FOR PERMIT DROPOFFS OR PICKUP

8am – 6:15pm: Monday **8am – 4:15pm:** Tuesday – Friday

VILLAGE OF BUFFALO GROVE PERMIT MAIL-IN OPTION

Village of Buffalo Grove – Attention: Building Department
50 Raupp Blvd, Buffalo Grove, IL 60089

**Questions &
Other Information
Here**



www.vbg.org