



NEW HOMES

NEW HOME PERMIT PROCESS

When constructing a new single-family home, new townhome, new duplex, or new rowhouse unit, a permit is required. This information is being provided for guidance to the Village permit process for new residential homes. All VBG permit handouts can potentially have updates, revisions and variations to the requirements listed. This handout is in draft form.

STEP 1: CONTACT VILLAGE

Contact the Village of Buffalo Grove to discuss concept.

Visit: [Planning and Zoning Services](#)

STEP 2: CONCEPT PLAN REVIEW *(ONLY For Townhomes and Stand-Alone Homes requiring a variation)*

The developer will need to prepare a preliminary plan along with a 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: DEVELOPMENT IMPROVEMENT AGREEMENTS (DIA), SITEWORK OR ENGINEERING

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

Visit: [BG Engineer Services](#)

STEP 4: 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 5: 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 6: NEW HOME BUILDING PERMIT PROCESS

(Building Department)

Village permits and processes for new homes include building/home, driveway, patio/sidewalk, water/sewer, and on occasion, fencing.

www.vbg.org/driveway www.vbg.org/patio www.vbg.org/fence [water and sewer permit](#)

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 proposed 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.

Plumbing contractors must also present a notarized letter of intent.

- **Submit 5 - 36" X 24" complete paper sets** of architectural plans/structural plans, signed and sealed.

**If the permit is for townhomes, 5 copies are needed per building, not per unit/townhome.*

(1/4 inch = 1 foot) that include the following information:

- Foundation plan with dimensions and depth below grade, floor plan with dimensions, and elevations with dimensions indicating the bottom of the footing, top of foundation, top of the top plate, and top of the ridge line.



- Size, grade, and spacing of studs, joists, and rafters. Including any structural members and, if applicable, signed and sealed engineered truss drawings.
- Electrical drawings to include electrical service size, available circuits and number, and size of new electrical circuits.
- Plumbing drawings to include plumbing riser diagram for water, waste and vent lines.
- Mechanical drawings to include all supply and return vents and exhaust systems.



□ **Provide 2 copies of the signed and sealed Engineering/Grading Plans**

- Existing and proposed conditions
- Provide the setback of the new construction from the property lines.
- Impervious surface calculations

□ **Plat of Survey – 2 copies** (PDF) with the proposed scope of work drawn directly on the survey to scale. The survey must be current and show all existing structures, accessory structures, and impervious surfaces. Also, indicate on the plat of survey the location of the main Commonwealth Edison electrical supply line to the house and the location of the electric meter.

□ **Soil Report** shall be onsite after the building permit has been issued.

□ **Submit Spot Survey showing:**

- Location of the foundation on the lot with measurements to lot lines.
- The top of foundation elevation in United States Geological Survey (USGS) datum for comparison to the plot plan.
- Variations in elevations in the top of foundation around the perimeter. Show steps in the top of the foundation as well.
- The elevation of the top of foundation of the neighboring house, if any, and road curb.

□ **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 (Internal and B&F outsource, if plumbing is involved), fire, and engineer departments will review.*

□ **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

□ **All other permits** can be located here – www.vbg.org/permits.

Processing and Plan Review

(Building, Engineer, Fire)

- The Building, Engineer, and Fire departments review new home construction permits. An outsource firm completes the building plan review that can take up to 3 weeks. Engineer and fire plan reviews are done internally and can take up to 12 business days (for each submission), after all required information is provided. Larger projects might require additional time. Permits are reviewed in sequential order. Expedited options with fees are available for the building plan reviews *only*, that are outsourced to B&F.
- 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.

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.
- **Impact fees** for residential new homes will be included in and communicated with the permit fees.
- **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 always be on-site and accessible. Permit weather card must remain posted and with the contractor(s) 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.

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 inspections and final occupancy inspections with Engineer walk-through must be completed and approved. Upon completion, all associated permits with approved finals will be closed out. If any inspections are not fully completed, but a TCO is granted, the project designee is to schedule any outstanding inspection(s) for the Final Certificate of Occupancy. TCO/CO's are released by the Village Clerk.

Occupancy Checklist

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

Inspections require a 2-day/48-hr notice.

www.vbg.org/inspections

- *Building* inspection time windows - M-F:
 - **AM:** 9a-12p
 - **PM:** 12p-3p
- *Plumbing* inspection time window - M-F: **10a-2p**
- *Engineer* inspections – **Call 847-459-2523**

Schedule final inspections and notify scheduler, the inspections are for finals for *Occupancy*: CO or TCO.

Permit - Final Inspections (Building)

- Final Foundation – *Completed before main bldg*
- Final Building/Structural
- Final Electrical
- Final Plumbing
- Final HVAC/Mechanical
- Final Fire Department
- Final Driveway
- Final Patio/Walk
- Final Fence – If applicable

Permit - Inspections (Engineer)

847-459-2523

- Driveway Base
- Final Engineer walk-through

Separate Permit(s) - Final Inspections

- Final Fire Sprinkler
- Final Accessory Structures:
Deck, Gazebo, Pergola, Shed, Pool
- 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 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.*

VBG PERMIT DROPOFFS OR PICKUP

8am – 6:15pm: Monday

8am – 4:15pm: Tuesday – Friday

VBG PERMIT MAIL-IN OPTION

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

www.vbg.org

www.vbg.org/shortcuts

www.vbg.org/permits