



PARKING LOTS

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. Parking lot permits are submitted via mail or at the Village Hall. **This handout is in draft form and potentially might have updates or variances to the need of the project. This handout is a temporary guide to assist.**

Parking lot permits are required for parking lot and site maintenance work that may include asphalt and concrete maintenance work, and/or curb and gutter and other concrete flatwork.

Step 1: Permit Application Submittal

- **Permit application** must include a complete work description, project cost, contractor(s) list and signed.
- **Landlord/Building Management consent** letter/email approving the work for commercial projects.
- Copy of **proposal** or contract.
- **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.
- **Submit 2 copies of the** Plat of Survey or Site Plan with the proposed scope of work drawn directly on the survey to scale. The plan must include the following:
 - Area of work shown on the plan with the parking lot striping. The parking lot striping should be to scale.
 - The survey must be current and show all existing structures, accessory structures, and impervious surfaces.
 - Include if any parking lot lighting is being added or modified.
 - Indicate the main Commonwealth Edison electrical supply line location to the house and electric meter location.
 - **New Parking Lots** – Show lighting, drainage and extensions/expansions.
- 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, March – 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:** *Re-stripe* - \$100 *Repair work* - \$50 plus 3.5% for first \$10,000 plus 1.0% on the amount above \$10,000 (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 be located at the site when working and is in the permit phase 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: Contact the Engineer Department 48 hours in advance for inspections at (847) 459-2523.

Step 5: Completion: Upon completion and approval of final inspections, the permit will be closed out.

PARKING LOT GUIDE & CHECKLIST

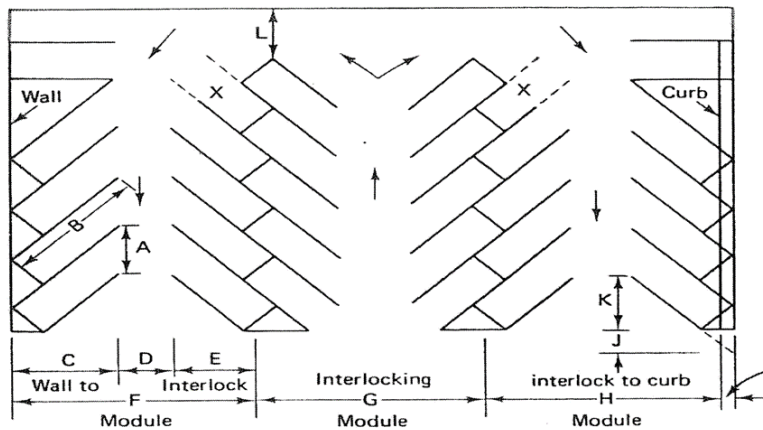


- ✓ Standard parking lot striping includes spaces that are 9' wide and 18.5' long.
- ✓ Single or double lines are allowed, but single lines are preferred.
- ✓ Yellow or white paint can be used, while yellow paint is required for all handicap stall striping.
- ✓ All lines are to be painted 4" wide.
- ✓ ADA Handicap parking spaces are typically two spaces with one space being accessible and striped, while the other being the parking space.
- ✓ The minimum ADA space is 16' wide (8' accessible, 8' parking).
- ✓ Currently the handicapped symbol may or may not be used.
- ✓ If it is used, yellow paint should be used for the symbol only.
- ✓ Background painting in blue or any other color is not permitted.
- ✓ Only **yellow paint** is to be used for the handicap stalls.

STANDARD HANDICAPPED SIGNAGE MUST MEET THE CURRENT ILLINOIS ACCESSIBILITY CODE (Next page)

- ✓ The penalty fee of \$250.00 must be posted.
- ✓ The sign must be at the head and centered in the middle of the 16' ADA space.
- ✓ The bottom of the sign should be at least 4' above grade.
- ✓ [Illinois ADA Requirements for Parking Lots](#)

Dimension	On Diagram	Angle			
		Angle: 45°	Angle: 60°	Angle: 75°	Angle: 90°
Stall width, parallel to aisle	A	12.7	10.4	9.3	9.0
Stall length of line	B	25.0	22.0	20.0	18.0
Stall depth to wall	C	17.5	19.0	19.5	18.0
Aisle width between stall lines	D	12.0	16.0	23.0	24.0
Stall depth, interlock	E	15.3	17.5	18.8	18.0
Module, wall to interlock	F	44.8	52.5	61.3	60.0
Module, interlocking	G	42.6	51.0	61.3	60.0
Module, interlock to curb face	H	42.8	50.2	58.8	60.0
Bumper overhang (typical)	I	2.0	2.3	2.5	2.0
Offset	J	6.3	2.7	0.5	0.0
Setback	K	11.0	8.3	5.0	0.0
Cross aisle, one-way	L	14.0	14.0	14.0	14.0
Cross aisle, two-way	—	24.0	24.0	24.0	24.0



X = Stall not accessible in certain layouts

Parking layout dimensions (in ft) for 9-ft stalls at various angles



www.vbg.org

Accessible Parking Signs (for parking lots subject to the Illinois Vehicle Code) shall comply with the R 7-8 sign shown in figure 502.6(a) (U.S. Department of Transportation Standard). Existing signs may remain, but their useful lives shall not be extended by other means than normal maintenance.



Legend and Border—Pantone 340C
 International Symbol of Accessibility—White on Pantone 286 Background
 Background—White
 Reduce Spacing 80%

Note:
 This is a standard sign and may be ordered from any traffic sign supplier by number.
 The arrow may be

- Omitted if there is only one accessible space.
- Made to point in one direction.
- Replaced by a range of time such as "9 AM-5 PM" where a part-time restriction exists.

The sign must be supplemented with the Illinois Standard R7-101 plate showing the amount of the fine for illegally parking in the reserved accessible space(s).

Figure 502.6 (a)
Parking Sign

ILLINOIS STANDARD R7-1101P



COLOR LEGEND AND BORDER BACKGROUND GREEN WHITE REFLECTORIZED REFLECTORIZED

SIGN SIZE	DIMENSIONS				
	A	B	C	D	E
12 X 6	12.00	6.00	1.50	10.00	4.25

SIGN SIZE	SERIES BY LINE	MARGIN	BORDER
	1		
12 X 6	2.5 B	0.375	0.438

All dimensions in inches. Sign not to scale.

Where a fine in excess of \$250 is established by an agency in accordance with the statutes, the actual amount of the fine should be shown.

This plate may be mounted directly below the R7-8 sign or combined with that sign on a single 12 inch by 24 inch sign (R7-1101).

Figure 502.6 (b)
Parking Fine Sign