

VILLAGE OF BUFFALO GROVE

BUILDING/PERMIT PAYMENT OPTIONS



50 Raupp Blvd | Buffalo Grove, IL 60089-2139 | (847) 459-2530 | vbg.org/permits

Receipt of this document indicates a permit approval, close to approval and/or missing requirements. Additionally, the alert or notification may contain one or more invoice numbers to pay fees. If fees are applicable and ready, they are listed accordingly with details.

PAYMENT OPTIONS AND RECEIVING PERMIT DOCUMENTS

CREDIT CARD PAYMENT OPTION - Credit cards have a 3% processing fee. Permit fees and contractor registration(s) will have separate invoice numbers and transactions. If the contractor registration is up to date, start at the *permit fee payment* directions. ***Payment cannot be accepted over the phone.**

CONTRACTOR REGISTRATION AND PAYMENT

If the contractor is not the applicant, the applicant must notify the contractor to register with the Village. They can do so by following the instructional link below.

GO TO: www.vbg.org/contractorbasics

TO PAY ONLINE – GO TO:

www.vbg.org/bdpayments

Insert the contractor registration fee invoice number. Forward the confirmation email receipt to permits@vbg.org and indicate pertinent information in the subject line.

APPROVED PLANS MUST BE ON SITE BEFORE PROJECT WORK BEGINS.

PERMIT FEE PAYMENT

If you have more than one permit, you will have more than one invoice, where each invoice must be treated as a separate transaction.

TO PAY ONLINE – GO TO:

www.vbg.org/bdpayments

Insert the permit fee invoice number. Forward the confirmation email receipt to permits@vbg.org and indicate pertinent information in the subject line.

After payment processing, permit documents can be emailed to the listed applicant. If plans are larger than 11x17, they must be picked up at VBG, Monday-Friday, 8am-4pm, and before any project work begins.

CHECK PAYMENT OPTION – IN PERSON OR MAILED IN – One check can be written for all permit(s) and any contractor registration fees associated. The contractor registration application and fees can be mailed and within one check if preferred. ***Do not send cash via mail.**

CHECKS MADE PAYABLE TO – VILLAGE OF BUFFALO GROVE

Attention to: Building Dept and indicate permit type, address, contractor registration fees, etc. The documents can be emailed to applicant or picked up. If plans are larger than 11x17, they must be picked up at the Village Hall counter, Monday-Friday, 8am-4pm. You can also send a pre-paid UPS or FEDEX label with an appropriate size mailing container.

IN-PERSON PAYMENT AND PICKUP: CASH, CHECK, CHARGE (Except AMEX) – Customers can wait in the lobby for Village staff to complete the permit issuance process and release of documents. Higher wait times can vary and tend to be during the morning hours. ***VBG Permit Releases: 8am-4pm, Monday-Friday.**

OTHER USEFUL WEBLINKS:

www.vbg.org/permits

www.vbg.org/contractor

www.vbg.org/inspections

www.vbg.org/shortcuts