



Welcome to the Village of Buffalo Grove Permit and Building Department

By clicking the respective orange or black circle provides residents or contractors with information that might be beneficial to corresponding project or needs.

-  [Permit Issuance/Release of Permit Documents Instructions](#)
-  [Emailing Building and Rental Inspections Requests](#)
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50 Raupp Blvd | Buffalo Grove, IL 60089-2139 | (847) 459-2530 | vbg.org/permits

Receipt of this document denotes your permit is either approved or close to approval, there are missing requirements, and/or advanced options to collect fees and/or satisfy permit requirements for a faster permit release. Additionally, the email may contain one or more invoice numbers to pay permit and/or contractor registration fees with an application. If fees are applicable and ready, they are noted respectively within the email message.

STEP 1 – PAYMENT OPTIONS

CREDIT CARD PAYMENT OPTION - Credit cards have a 3% processing fee. Permit fees and contractor registration(s) will have separate invoice numbers and are separate 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 instructions below. All contractors must be registered for the current year.

**Contractor Registrations do not roll over.*

A. GO TO: www.vbg.org/contractor

Fill out the application and scan it into a PDF document – email it to the Village employee that sent missing/ready permit information. Make sure in the email you note the project description and address. You will get a reply with an invoice number to pay online. Cash/check payment options are available to avoid the credit card fee (see below).

(Roofers and plumbers are not charged due to being state licensed, but will need to register as a contractor [HERE](#) and provide 055/058 copies for plumbers and roofer license copy and present driver's license for id purposes for roofers.)

B. GO TO: www.vbg.org/bdpayments

Make the contractor registration payment with the invoice number given and follow software directives. Contractor registration fees are \$75.00 per trade.

ONCE COMPLETED - Email fee confirmation(s) as a reply to the *ready/missing information notification email* you received and **note in the subject line:** → → → →

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.

GO TO: www.vbg.org/bdpayments

Insert the invoice number located within your permit email notification and follow software directives. Once you have paid online, forward the confirmation email receipt as a reply to the *ready notification email* you received and note in the subject line: **PAID ONLINE – PERMIT TYPE WITH ADDRESS.**

After the VBG permit clerk receives your email, the permit and accompanying documents will be scanned to your email in the order it was received. If plans are larger than 11x17, they can 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.

CONTRACTOR REGISTRATION APPLICATION WITHIN AND PAID FOR: INSERT CONTRACTOR NAME.

We can email the certificate or leave at the Village counter.

CHECK PAYMENT OPTION – One check can be written for all permit(s) and any contractor registration fee(s) associated with the permit address. You can mail the contractor registration application in with the contractor registration trade(s) fee(s) and the permit fees.

CHECKS MADE PAYABLE TO: Village of Buffalo Grove – Mail to Attention: Building Dept (address above) and note in the check memo section, the permit type and address. The permit and accompanying documents will be scanned to the designated applicant email per sequential order it was received. If plans are larger than 11x17, they can 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. **Do not send cash via mail.*

IN-PERSON PAYMENT AND PERMIT PICKUP: CASH, CHECK, CHARGE (Except AMEX) – Customers can wait in the lobby for the permit issuance process and release of documents. However, wait times can vary. **Permit issuance/releases at VBG: 8am-4pm, Monday-Friday.*

STEP 2 - ONCE YOUR PERMIT IS RECEIVED

Post the green permit card where visible (if printing, generic white or color paper is allowed) and refer to the permit issuance page summary for required inspections.

APPROVED AND STAMPED PLANS

Plans that are larger than 11x17 must be picked up before any work begins. Applicable plans must be on site and accessible.

STEP 3- INSPECTIONS ARE EMAILED – www.vbg.org/inspections

NEW CONSTRUCTION ONLY: NEW HOMES/NEW BUILDINGS (SHELL AND TENANT BUILDOUT)

Before occupancy, send a scan/PDF document of as-builts/final plans to: jaheavrin@vbg.org

VILLAGE OF BUFFALO GROVE INFORMATION & CONTACTS

COMMUNITY DEVELOPMENT AND BUILDING DEPARTMENT SHORTCUT MENU

www.vbg.org/shortcuts

During high permit season (March-October), we appreciate your patience to unexpected wait times that deviate from customary timelines. We recommend emailing as another communication option for permit questions or inspection requests. These emails are denoted in the shortcut menu above.

VILLAGE OF BUFFALO GROVE DEPARTMENTS AND INFORMATION

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BUILDING AND RENTAL INSPECTIONS GUIDE

- Building Inspections include plumbing, electrical, structural, mechanical, other building-related inspections.
- Rentals inspections include first, re-inspections and other rental-related inspections.

INSPECTION TIME WINDOWS

Monday – Friday Only **AM:** 9am-12pm **PM:** 12pm-3pm **Plumbing:** 10am-2pm

Required Lead Time

All permit inspections require a 2-business day notice, not including weekends or holidays.

(Exception only: Emergency sewer/water repairs – same day inspections allowed.)

Requests must be received no later than 2:30pm (M-F) to be qualified for the 2-business day notice.

Rental inspections do not offer a 2-business day notice option.

Examples

If your inspection email request is sent Friday at 1pm, your earliest inspection time window (if available) would be Tuesday.

If your inspection email request is sent Monday at 4pm, your earliest inspection time window (if available) would be Thursday.

HOW TO REQUEST INSPECTIONS

<p>REQUEST BUILDING OR RENTAL INSPECTIONS:</p> <p>Email: inspections@vbg.org Subject Line: Choose one</p> <ul style="list-style-type: none"> • Permit inspection • Rental inspection • Rental re-inspection <p>Body of email must contain:</p> <ul style="list-style-type: none"> • Address • Name and Contact number • Inspection type(s) • Date and time preference (am or pm) <p><i>2-business day notice applies to permit inspections only - See above.</i></p> <p>An email response will be sent before close of business day, if requests are received by 2:30pm. Responses to requests received after 2:30pm could occur on the following business day. The email reply will confirm the inspection date and appointment window.</p>	<p>CANCEL BUILDING OR RENTAL INSPECTIONS:</p> <p>Email: inspections@vbg.org Subject Line: Choose one</p> <ul style="list-style-type: none"> • Permit inspection - Cancel • Rental inspection - Cancel • Rental re-inspection - Cancel <p>Body of email must contain:</p> <ul style="list-style-type: none"> • Address • Date of Inspection <p><i>2-business day notice applies to permit inspections only - See above.</i></p> <p>An email response will be sent before close of business day, if requests are received by 2:30pm. Responses to requests received after 2:30pm could occur on the following business day. The email reply will confirm the cancellation was received.</p>	<p>CANCEL AND RESCHEDULE BUILDING OR RENTAL INSPECTIONS:</p> <p>Email: inspections@vbg.org Subject Line: Choose one</p> <ul style="list-style-type: none"> • Rental inspection-Cancel with reschedule • Permit inspection-Cancel with reschedule <p>Body of email must contain:</p> <ul style="list-style-type: none"> • Address • Date of Inspection Cancellation • New requested date and time window preference <p><i>2-business day notice applies to permit inspections only - See above.</i></p> <p>An email response will be sent before close of business day, if requests are received by 2:30pm. Responses to requests received after 2:30pm could occur on the following business day. The email reply will confirm the cancellation was received and the new inspection date and appointment window.</p>
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FIRE INSPECTIONS: Monday – Friday ONLY
(Fire Systems, Occupancy, Racking, Tents)
AM: 8am-11am **PM:** 1pm-2pm
Contact: Joe Welter – (847) 777-6701

PW/ENGINEER INSPECTIONS: Monday – Friday ONLY
(Site, Driveway Base, Public/ROW)
Contact: Kathy Gallagher – (847) 459-2523

Permit must be posted and plans must be on-site.

For exterior permits, place permit with plans in a sealable bag that is accessible and near site location.

**VILLAGE OF BUFFALO GROVE
RESIDENTIAL REQUIRED INSPECTIONS**

	PRE - POURS *10					DRAIN TILE/ DAMP PROF	ELECTRICAL ROUGH	SMOKE DETECTORS	WIRE PULL/ NEW HOME	UNDERGROUND ELECTRIC OR BONDING	PLUMBING ROUGH	UNDERGROUND PLUMBING	TRENCH PRE POUR	MECHANICAL ROUGH	STRUCTURAL ROUGH	INSULATION	CEILING CLOSE UP	SHEATHING	FINAL *9
	BASE	FOOTING	FOUNDATION	SLAB	POST HOLES														
AIR CONDITIONER																			X
BURGLAR ALARM																			X
DECK					X										X				X
DRIVEWAY/APRON	X 1																		X
ELECTRIAN VEHICLE CHARGERS (EV)																			
ELECTRICAL SERVICE/PANEL							X 2		X										X
ELECTRICAL TEMP SERVICE							X 2												X
FENCE					X 7														X
FIREPLACE		X 7	X 7								X-GAS LINE			X	X				X
FURNACE																			X
GARAGE		X 7	X 7	X 7			X								X	X 3	X		X 10
GAS GRILL (NAT. GAS)											X-GAS LINE								X 10
GENERATOR				X			X				X-GAS LINE								X 10
LAWN SPRINKLER																			X
PATIO/ SIDEWALK	X																		X 7
PLUMBING SEWER/ B-BOX											X 4 & X 10								X
POOL/SPA/HOT TUB		X 5	X 5	X 5			X			X	X 6								X 10
RADON MITIGATION																			X
REMODEL (KITCHEN OR BATH)							X	X 7			X	X 7		X 7	X 7	X 7	X 7		X 10
ROOF REPLACEMENT																		X	X 7
ROOM ADDITION		X 7	X 7	X 7		X	X	X	X	X 7	X 7	X 7	X 7	X 7	X	X		X 7	X 10
SHED				X or X			X 7												X
SINGLE FAMILY / MULTI FAMILY		X	X	X 7		X	X	X	X	X	X	X	X	X	X	X	X	X	X 10
SOLAR PANEL INSTALLATION							X								X				X 10
STAIRS/LANDING		X or X													X				X 7
WATER HEATER/SOFTNER																			X
WINDOWS/ DOORS															X 7				X 7

- 1 CALL THE VILLAGE OF BUFFALO GROVE ENGINEERING DEPARTMENT FOR THE PREPOUR INSPECTION - 847-459-2523
- 2 WHEN CALLING FOR ELECTRICAL INSPECTIONS, SPECIFY TYPE OF ELECTRICAL INSPECTION REQUESTED.
- 3 INSULATION INSPECTION REQUIRED FOR ATTACHED GARAGE
- 4 WHEN CALLING FOR A PLUMBING INSPECTION SPECIFY TYPE OF PLUMBING INSPECTION REQUESTED
- 5 CONCRETE INSPECTION MAY VARY BASED ON TYPE OF INSTALLATION OR MANUFACTURER'S SPECIFICATIONS.
- 6 PLUMBING INSPECTION REQUIRED FOR IN-GROUND POOLS ONLY.
- 7 IF APPLICABLE
- 8 IF ILLUMINATED/ HAS ELECTRIC
- 9 A TIME SPECIFIC MAY BE GIVEN
- 10 MAY REQUIRE MORE THAN ONE INSPECTOR



COMMERCIAL/NON-RESIDENTIAL BUILDING INSPECTION GUIDELINES

The following list provides **GENERAL** information on Village inspections for your project. All inspections must be scheduled with the appropriate department depending on the type of inspection; either the Building & Zoning Department or Fire Prevention, with a minimum notice of 24 hours. This list is intended to be used as a **GUIDE** for your reference during the construction process. Approved plans shall be always kept on site. **Additional inspections and requirements not listed may be required.** Questions involving the inspection process should be directed accordingly, Building & Zoning Department: 847-459-2530, Fire Prevention Bureau: 847-459-2550.

DEMOLITION:

Any alteration or removal of walls, floors or ceilings to an existing space will require a Building Permit, any alteration of a fire protection system will require approval by the Buffalo Grove Fire Prevention Bureau.

- ❖ Letter outlining the scope of work
- ❖ Fire extinguishers present
- ❖ Exits maintained
- ❖ Fire Department access maintained

ELECTRICAL:

Any alteration, addition to, or deletion of the existing electrical service and systems shall be approved by the Building & Zoning Department.

- ❖ Electrical rough
- ❖ Electrical systems
- ❖ Low voltage wiring
- ❖ Light fixture installation
- ❖ Exit signs
- ❖ Emergency lighting
- ❖ Fire alarm system

PLUMBING:

Any alteration, addition to, or deletion of the existing plumbing service and systems shall be approved by the Building & Zoning Department.

- ❖ Sanitary sewer (rough waste and venting)
- ❖ Water piping
- ❖ Water heater and expansion tanks
- ❖ Reduced pressure backflow (RPZ) installation

AIR DISTRIBUTION:

Any alteration, addition to, or deletion of the existing mechanical (HVAC) service and system shall be approved by the Building & Zoning Department.

- ❖ Duct size and type
- ❖ Air distribution system

STRUCTURAL (FRAMING):

Removal, alteration or the addition of any walls, floors or ceilings shall be approved by the Building & Zoning Department.

- ❖ Required electrical, plumbing and mechanical inspections shall be completed prior to a structural inspection
- ❖ Structural rough (walls, floors and roof)
- ❖ Fire and smoke assemblies and barriers
- ❖ Insulation
- ❖ Firestopping

CEILING INSPECTION (ABOVE):

A ceiling inspection is required prior to any ceiling close up.

- ❖ Air distribution (HVAC) system installation
- ❖ Electrical system installation
- ❖ Plumbing system installation
- ❖ Plenum ceiling requirements
- ❖ Firestopping installed
- ❖ Sprinkler system piping and alteration
- ❖ Sprinkler hydro-static test (200psi@2hrs)
- ❖ Fire alarm systems

FINAL INSPECTIONS:

Conducted at project completion. A final inspection is required prior to the issuance of a Certificate of Occupancy and Business License.

- ❖ All required previous inspections shall be completed.
- ❖ Entry, exits, aisles and corridors
- ❖ Door hardware (locks and locksets)
- ❖ Handicap accessibility-Interior and exterior
- ❖ Workmanship
- ❖ Required clearances (aisles, electrical, workspace, combustibles)
- ❖ Exit signs
- ❖ Exit and emergency lighting
- ❖ Fire extinguishers in place
- ❖ Fire alarm system up to date, approved and tested
- ❖ Address posted
- ❖ Exiting/Exiting hardware
- ❖ Housekeeping/Storage
- ❖ Knox Box
- ❖ Posted fire lanes

SPECIAL INSPECTIONS:

Other inspections that may be required.

- ❖ Kitchen commercial hood exhaust system
- ❖ Cooking hood extinguishing system
- ❖ Hazardous material storage/usage
- ❖ Alternative fire suppression system test

FIRE ALARM TESTING:

Buffalo Grove Fire Prevention Bureau and Fire Alarm Contractor shall be present.

- ❖ Shall pre-test system
- ❖ Must be 100% acceptance test

COLD WEATHER CONCRETE INSPECTIONS

- ❖ Next page

NOTE: An Application for Zoning and Use must be completed and approved before any permits are submitted - www.vbg.org/newbusiness. The final business license will be issued after all required inspections are approved. Any questions regarding this part of the new business process, contact Jessie Brown at (847) 459-5533.

Reference the VBG shortcut menu for details of each permit type at www.vbg.org/shortcuts

COLD WEATHER CONCRETE INSPECTIONS

Detailed requirements for inspection



The IBC and IRC refer to ACI 318 for concrete for building code requirements for structural concrete. With recommendations for cold weather requirements on how to accomplish the protection requirements coming from ACI 306R.

ACI 318 Section 5.12 states that adequate equipment shall be provided for heating concrete materials and protecting concrete during freezing or near-freezing weather. That all concrete shall not come in contact with materials covered in frost and that frozen materials or those containing ice should not be used.

Cold weather per ACI 306 is when 3 successive days the average daily air temperature drops below 34F and stays below 50F for more than half of any 24-hour period.

The following will be accepted practice for cold weather conditions:

- The forms, rebar, and soil where concrete is to be placed is free from frost and ice.
- Concrete must maintain 55F out of the truck and must be maintained during placement.

AND ONE OF THE FOLLOWING

- A heated enclosure is provided with an adequate method to maintain 50F. This shall be maintained for five (5) days.

OR

- Temperature is 34F and rising for the next three (3) day forecast.

OR

- Insulating blankets are provided. Forms will remain with the blankets for 72 hours. When forms are being stripped, the blankets shall be immediately restored. Blankets must remain for seven (7) full days from the date of pour. Maintain concrete at 50F for 72 hours.



PERMIT TYPE OR INFO	SHORTCUTS
accessory structures	www.vbg.org/accessory
affidavits (permits) - fence or homeowner work	www.vbg.org/affidavits
air conditioner	www.vbg.org/ac
BSA - Online portal	www.vbg.org/BSA
BSA online directions/portal info	www.vbg.org/BSAdirections
building codes	www.vbg.org/buildingcodes
burglar alarm	www.vbg.org/ba
commercial demo	www.vbg.org/demo
contractor information page	www.vbg.org/contractor
contractor - VBG registered listing	www.vbg.org/CL
contractor requirements	www.vbg.org/ContractorRequirements
developments in VBG	www.vbg.org/developments
driveway	www.vbg.org/driveway
ev charger	www.vbg.org/ev
elevators includes licensing info	www.vbg.org/elevators
fence	www.vbg.org/fence
fire pits	www.vbg.org/firepits
fire systems	www.vbg.org/firesystems
foia	www.vbg.org/foia
furnace	www.vbg.org/furnace
garage (detached)	www.vbg.org/garage
generator	www.vbg.org/generator
health inspections and guidance	www.vbg.org/health
HOA contacts & streets	www.vbg.org/HOA
Inspection directions - to email	www.vbg.org/inspections
IL State License Help	www.vbg.org/contractorhelp
interior buildout	www.vbg.org/buildout
lawn sprinklers/RPZ	www.vbg.org/lawn
licenses (all applicable VBG license types)	www.vbg.org/licenses
low voltage	www.vbg.org/lowvolt
MEP - individual misc projects	www.vbg.org/MEP
new business zoning process	www.vbg.org/newbusiness
new construction (commercial)	www.vbg.org/new
ordinances (municode)	www.vbg.org/ord
outdoor games	www.vbg.org/fields
parking lot	www.vbg.org/pl
main permit webpage	www.vbg.org/permits
permit application	www.vbg.org/PA
permit fees	www.vbg.org/permitfees
planning-zoning-variations	www.vbg.org/PZ
pools	www.vbg.org/pools
pool demo	www.vbg.org/pooldemo
property maintenance	www.vbg.org/pm
public works	www.vbg.org/pw
racking	www.vbg.org/racking
radon	www.vbg.org/radon
remodel - basement	www.vbg.org/basement
remodel - bathroom	www.vbg.org/bathroom
remodel - kitchen	www.vbg.org/kitchen
retaining walls	www.vbg.org/retainwall
rentals and rental program in VBG	www.vbg.org/rentals
retaining walls	www.vbg.org/retainwall
roof	www.vbg.org/roof
sewer	www.vbg.org/sr
sidewalk, patio	www.vbg.org/patio
shortcut menu (CD)	www.vbg.org/shortcuts
signs	www.vbg.org/signs
solar panels	www.vbg.org/solar
special events	www.vbg.org/SE
tents	www.vbg.org/tents
water in VBG	www.vbg.org/water
water heater	www.vbg.org/wh
windows	www.vbg.org/windows

NO PERMITS FOR: Gutters, siding, soffit/fascia, pop-up french drains, tree removal, residential swingsets/play equip, basketball hoops, dumpster (stays on private property), garage sales - Call #811 if digging www.illinois1call.com



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**PERMIT GENERAL
QUESTIONS EMAIL:**

permits@vbg.org

**INSPECTIONS
EMAIL:**

inspections@vbg.org

