



RACKING

PERMIT PROCESS

Due to the uniqueness of each project, additional information may be required. The information provided is 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. All commercial permits are submitted via mail or at the Village Hall.

Step 1: Permit Application Submittal

- **Permit application must include the project cost, contractor(s) list and signed** – www.vbg.org/PA
- **Building management approval** documentation (if leased space).
- **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 4 plan copies noting the requirements within the plans.**



Requirements:

- All fixtures must have proper width for aisles.
 - There shall be a 3 ft clearance from the ESFR sprinkler heads to the storage.
 - All racking needs to be mesh or proper shelving. No solid shelving is to be used.
 - Exit routes must be shown on plans – onsite inspection of these routes will be verified during inspections.
 - Exit signs are to be located at the end of each aisle.
 - Signs are to be illuminated.
 - Must have a backup power source.
 - Sufficient emergency lighting fixtures shall be supplied to indicate and illuminate all required exit access and exit discharge areas.
 - Entire path to be illuminated to a minimum of 1-foot candle at the floor.
 - A function test is required at inspection.
 - Additional emergency fixtures may be required.
 - Existing hose stations shall be clear and unblocked.
They shall be situated through the warehouse every 130 ft.
 - Fire extinguishers must be shown on the plans and shall be 10-lbs.
 - Proper flue spaces shall be maintained when stock is placed on racking.
- The permit packet submitted should include all above items for review and add any other permit information.
 - **Delivery Options** – Mail/drop-off, M-F, 8a-4p.
Online acceptance is not available at this time for this particular permit.
Village of Buffalo Grove - Attn: Building Dept - 50 Raupp Blvd, Buffalo Grove, IL 60089



Step 2: Processing and Plan Review

- Racking permits are reviewed by the Fire Department and Building Department. 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:** \$400
(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 always on-site and accessible. Plans must be on-site and accessible to inspectors. Permit card must remain posted 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

Review permit issuance page for inspection(s).

Email Directives: www.vbg.org/inspections **Email inspections:** inspections@vbg.org

Step 5: Completion

Upon completion and approval of final inspections, the permit will be closed out.



Additional Information and Contacts

VBG building permit documents and most permit inquiries can be found at:
www.vbg.org/permits

Specific permit questions that are not under the VBG permit webpage, can be emailed to:
permits@vbg.org

VBG Code of Ordinances can be found at:
https://library.municode.com/IL/Bufalo_Grove

www.vbg.org