



RADON MITIGATION

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.

Step 1: Permit Application Submittal

- Radon Mitigation is a **same-day permit** that is completed through the Village of Buffalo Grove's [online portal](#). Users (contractors, homeowners etc.) must register for a BS&A online account to apply for permits and request inspections. Once you are registered, you can apply for and access multiple permits under that one account. Click [here](#) to create an account. Same-day permits are the only portal accepted permits at this time.
- **Contractor registration** can also be completed through the Village of Buffalo Grove's [online portal](#). You can also visit, www.vbg.org/contractor, for contractor registration information and requirements within the Village. An electrician must be listed and registered within the Village of Buffalo Grove (for radon permits) for the respective year. **Current VBG Registered Contractors** - www.vbg.org/CL (updated monthly)
- **A detailed scope of work**, including a copy of the signed contract and fan location on the exterior of the house or in the attic.
- **Two copies of the Plat of Survey** (if submit in person) showing the new location of the radon mitigation pipeline. If the replacement unit is being installed in the exact same location as the existing unit, no plat of survey is required. (Exception: No replacement unit is allowed in an easement.)



Step 2: Processing and Plan Review

- Radon Mitigation Permits are considered a same-day permit that is released when all requirements are provided and the contractor is registered. No plan review time is required.

Step 3: Permit Issuance

- **Permit Fees:** \$65 (Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX)
- **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

If the fan is on the exterior of the home, no one needs to be present for the inspection. The field report will be left between the front and screen door. If the fan is in the attic, someone will need to be present, and a ladder will need to be provided.

Step 5: Completion

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



Additional Information and Contacts

VBG building permit documents and most permit inquiries - www.vbg.org/permits

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

VBG Shortcuts Links: www.vbg.org/shortcuts