



**Village of Villa Park**  
Permitting Division  
11 W. Home Avenue Villa Park, IL. 60181  
P: 630-834-8505 Fax: 630-834-8509  
Email: [permits@invillapark.com](mailto:permits@invillapark.com)

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## **RESIDENTIAL** **PERMIT APPLICATION CHECKLIST**

### **NEW CONSTRUCTION**

- Building Permit Application
- Contractor Sheet (all information must be completed prior to issuance of the permit)
- Highway Permit Application
- 2 copies of Plat of Survey – existing conditions
- 2 additional copies Plat of Survey showing:
  - Proposed Building footprint – to scale
  - All setbacks with all dimensions – to scale
- 2 Sets of Stamped and Sealed Architectural Construction Plans
- 2 Sets of Engineering Plans
- Engineer's cost estimate of public improvements, stormwater improvements and erosion control.
- 2 copies of topographic survey – existing conditions
- Soil Analysis (minimum of 2 borings per lot), If applicable
- DuPage County Stormwater Management Act Permit Application with:
  - \*Fee for single-family homes
  - \*Soil Erosion and sediment Control Details form
  - \*Record Drawings Certification form
- Salt Creek Sanitary District Permit – copy of paid receipt
- If property was on well / septic, provide sign off from DuPage County Health Dept.
- Water Line Service Agreement
- If demolition: see Demo Checklist/Packet and call Fire Dept. 630-833-5350
- FOR ENGINEERING REQUIREMENTS – See appropriate checklist and contact the Engineering Department at: 630-835-8505**

### **For Office Use Only**

#### **For New Construction**

- See Building Dept. for Address
- Is there a recapture fee?
- Has the address letter been mailed?
- Is this a subdivision? If so, see the Community Development Director for plan to subdivide