



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

RESIDENTIAL **PERMIT APPLICATION CHECKLIST**

ADDITIONS

SECOND STORY ADDITION

- Building Permit Application
- Contractor Sheet (all information must be completed prior to issuance of the permit)
- 2 copies of Plat of Survey showing proposed bldg. footprint and all setbacks with all dimensions to scale on plat
- 2 Sets Sets of Stamped and Sealed Architectural Construction Plans
- If lot has septic field, provide Health Dept. approval

GROUND LEVEL ADDITION

- Building Permit Application
- Contractor Sheet (all information must be completed prior to issuance of permit)
- Fill/Construction Agreement
- 3 copies of Plat of Survey showing existing conditions
- 2 copies of Plat of Survey showing proposed bldg.. footprint and all setbacks with all dimensions to scale (on Plat)
- 2 sets of Stamped and sealed Architectural Construction Plans
- 2 sets of elevations are required if under 500 sf
over 500 sf., 2 sets of topographic survey and full engineering are required
- If lot has septic field, provide Health Dept. approval
- FOR ENGINEERING REQUIREMENTS – See appropriate checklist and contact the Engineering Department at: 630-835-8505**