



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

COMMERCIAL **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 Addition footprint – to scale
 - All setbacks with all dimensions – to scale
 - Parking areas with number of parking spots Allowed for this business indicated on the plat
- 2 Sets of Stamped and Sealed Architectural Construction Plans
- 2 Sets of Engineering Plans
- Engineer's cost estimate of public improvements, stormwater and erosion control.
- 1 copy of topographic survey – existing conditions
- Soil Analysis (minimum of 2 borings per lot)
- Salt Creek Sanitary District Permit – copy of paid receipt
- If demolition: see Demo Checklist/Packet and call fire Dept. 630-833-5350
- Contact Fire Dept. 630-833-5350 regarding sprinkler submittal information.
- Health Department approval required for all Restaurants
- 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

Parking Requirement

Restaurants: 1 space / 3 seats plus employee parking

Commercial/Office: 1 space / 200 sf plus employee parking

See Zoning Ordinance for further delineation