



**Village of Villa Park**  
**Permitting Department**  
 20 S. Ardmore Avenue      Villa Park, IL 60181  
 (630) 834-8505

**COMMERCIAL**

**PERMIT APPLICATION CHECKLIST**

**COMMERCIAL ADDITION**

- Building Permit Application
- Contractor Sheet (all applicable information must be completed prior to issuance of the permit)
- Plan Review Fee
- Fill/Construction Agreement for Addition
- 4 sets of Stamped and Sealed Architectural Construction Plans
- 2 Plats of Survey – existing conditions
- For an Addition -2 copies of Plat of Survey showing on the plat:
  - 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 elevations are required if **under 500 sq. ft** ground; 2 sets of topographic survey and full engineering are required if **over 500 sq. ft.**
- DuPage County Stormwater Management Act Permit Application (if area disturbed is 5,000 sq. ft. or more) with:
  - See PW Standards for commercial fees
  - \*Soil Erosion and Sediment Control Details form
  - \*Record Drawings Certification form
- DuPage County Impact Fee – copy of paid receipt (Required to pay if over 1,000 sq. ft. for additions)
- Health Dept. approval required for all restaurants
- Is there an existing Fire Alarm? If yes, you need to advise the Fire Department: (630) 833-5350
- Call Lt John Rzeszut at Fire Dept. (630) 833-5343 if doing any demolition.
- We provided a Sign Permit: \_\_\_\_\_  
(date)
- We provided a Certificate of Occupancy applic: (for a new business): \_\_\_\_\_  
(date)

**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 Subdivision and Ordinance

Plan Review Valuations:	Fee:
\$50 to \$5,000	\$35.00
\$5,001 to \$25,000	\$55.00
\$25,001 to \$50,000	\$105.00
\$50,001 to \$75,000	\$120.00
\$75,001 to \$100,000	\$160.00
\$100,001 to \$200,000	\$255.00
\$200,001 to \$300,000	\$480.00
\$300,001 to \$500,000	\$575.00
\$500,001 and up	\$575.00 plus \$4.00 per 1000

**Parking Requirements:**

Restaurants: 1 space / 3 seats plus employee parking

Commercial/Office: 1 space/ 200 sq. ft plus employee parking

See Zoning Ordinance for further delineation

**FOR ENGINEERING REQUIREMENTS**  
**Contact the Engineering Division at**  
**630 834-8505**