

**OFFICE USE ONLY**

Permit No. \_\_\_\_\_

Date Issued \_\_\_\_\_

Paid \$ \_\_\_\_\_

Contractors Verified 

**VILLAGE OF VILLA PARK**  
**BUILDING PERMIT APPLICATION**  
 11 W. Home Avenue Villa Park, IL 60181  
 P: 630-834-8505 Fax: 630-834-8509  
 Email: [permits@invillapark.com](mailto:permits@invillapark.com)

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

If applicable, Height of Fence: \_\_\_\_\_ Feet, Length of Fence: \_\_\_\_\_ Feet, Material: \_\_\_\_\_

Project Value: \$ \_\_\_\_\_ Application to correct notice of violation?  Yes  No

	Applicant Information	Property Owner Information
Printed Name		
Address		
Phone No.		
Email		

Contractor Type	Name, Address, City, Phone	Bond Expires	Insurance Expires	License #/Expires
Excavator				N/A
Concrete/Asphalt				N/A
Brick Mason				N/A
Carpenter				N/A
Installer				N/A
HVAC				N/A
Electrician				City & Lic#/Exp Date
Fire Alarm / Fire Sprinkler		N/A	N/A	State of IL Lic#
Roofer		N/A	N/A	State of IL Lic#
Drain / Sewer Layer				State of IL/Chicago Lic#
Plumber		N/A	Letter of Intent	IL 055 Lic#
General \$75 Fee for Villa Park License				Villa Park Lic #/Exp Date

**Under Penalty of Intentional Misrepresentation and/or Perjury, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement(s) in compliance with all provisions of the applicable ordinances, rules and regulations of the Village and any other applicable governing bodies. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit(s) herein applied for. I, the undersigned, certify that I have proper authority to apply for this building permit, that all contractors have consented to being listed and they shall keep their bond, insurance and license (if required) current until the project is complete.**

I acknowledge that I am responsible for payment of DuPage County Impact Fees. 
 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Property Owner  General Contractor/ Representative  Tenant

If applicant is not property owner: I hereby authorize applicant above to act as my agent for the purpose of seeking the building permit described in this application and the associated supporting material:

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **BOND, INSURANCE AND LICENSING REQUIREMENTS**

All construction involving electricity, plumbing and roofing, exclusive of normal maintenance, requires licensed contractors.

- Plumbers must have a valid State Plumbing Contractor (055) registration and an (058) Plumbers License. They must also supply a Letter of Intent (on company letterhead and must be notarized or stamped with a corporate seal) for each job performed.
- Electrical contractors must have a valid license from an Illinois municipality. In addition, they must furnish a Certificate of Insurance (see requirements below) as well as a \$10,000 Surety Bond.
- Roofers must have a valid State registration.

The Village of Villa Park requires copies of contractor's bond, insurance and licensing (where applicable) as listed below:

## **Certificate of Insurance**

All Certificates of Insurance shall name the Village of Villa Park as **ADDITIONAL INSURED** as well as **CERTIFICATE HOLDER**. Also, we require a certificate showing Workmen's Compensation insurance. If you are self-employed, please provide a letter on your letterhead stating that you are self-employed and are not required to carry Workmen's Compensation.

### **Construction Value: <\$25,000:**

All contractors listed on the building permit application shall show proof of public liability insurance in the amount of \$500,000 liability and property damage insurance limited to not less than \$100,000.

### **Construction Value: >\$25,000:**

All contractors listed on the building permit application shall show proof of public liability insurance in the amount of \$1,000,000 and property damage insurance in the amount of \$1,000,000 or 100% of the construction value whichever is greater.

### **General Contractors:**

All general contractors listed on the building permit application shall show proof of public liability insurance and property damage insurance in the amount of \$2,000,000 aggregate. **All Certificates of Insurance shall name the Village of Villa Park as ADDITIONAL INSURED as well as CERTIFICATE HOLDER. We also require the "Additional Insured Endorsement Page".** This form is typically a CG2010, CG2012 or a blanket form. Also, we require a certificate showing Workmen's Compensation insurance. If you are self-employed, please provide a letter on your letterhead stating that you are not required to carry Workmen's Compensation.

## **Bond**

All contractors shall execute and file a \$10,000 Surety Bond with the Community Development Department in the form approved by the Village of Villa Park for surety bonds. (A copy or fax is acceptable to issue the permit, but the original must be signed and mailed to Village of Villa Park).

## **License**

All General Contractors must be registered in the Village of Villa Park. The fee for such a registration is \$75. This registration is good for one year from the date of issue.



Date: \_\_\_\_\_

## VILLAGE OF VILLA PARK DEMOLITION AND WATER AND SEWER ABANDONMENT PERMIT PROCESS

Please use this form as a guide for getting approvals from the Village to demolish a building. You will be communicating with the Public works, Community Development and Finance Departments.

Contractor & General Name	Address/City/State/Zip Code	All Phone #'s w/ Area Code
Contractor		
Owner		

**SITE ADDRESS:** \_\_\_\_\_

1. Is this a historic home?      Yes                      No

Office Use - CD: Attach the Historic Preservation Commission comments.	Date	Initials
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**THE BELOW STEPS MUST BE COMPLETED BEFORE A DEMOLITION PERMIT WILL BE ISSUED:**

- Is the property connected to Village water?                      Yes                      No
- Is the property connected to Village sewer?                      Yes                      No
- Is there a water meter in the building?                      Yes                      No
- Do you owe any outstanding water or sewer bills? (Call Finance @ 630-834-8505 x 6065)      Yes      No

Office Use - CD: Verify the above information with water billing.	Date	Initials
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2. The water meter must have a final reading and must be removed from the building by Public Works. Call 630-834-8505 to schedule an appointment.

- Has the water meter been removed from the building?      Yes                      No

Office Use - PW: Verify that the water meter has been removed.	Date	Initials
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3. The water and/or sewer service(s) must be abandoned at the Main **PRIOR** to obtaining a demolition permit. The contractor shall submit a Right-Of-Way Permit application to **Public Works Department** for the abandonment of the old service(s) only or for abandonment of old and installation of new service(s). Submit three (3) plats of survey showing the existing water and sewer lines to be abandoned, silt fence and erosion control notes. The Public works Department will process the permit application and submit the final documentation to the Community Development Department once the work is satisfactorily completed (abandonment and removal of water meter). The abandonment and fences to be installed must occur before a demolition permit will be issued. Abandonment must be witnessed by Public Works Department. Call 630-834-8505 to schedule an abandonment inspection.

Office Use - PW: Verify that the water and sewer have been abandoned.	Date	Initials
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4. Contact DuPage County Health Department to perform a site evaluation prior to demolition.

Office Use - CD: Is the Health Department approval attached?      Yes                      No		
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5. Contact J.U.L.I.E at 800-892-0123 to locate all utilities. Enter your JULIE locate # \_\_\_\_\_

6. Complete a Building Permit application for demolition at the Community Development Department.
- Contractors must be bonded and insured. Plumbers must have State of Illinois license on file.
  - Approved documentation from PW shall be submitted and attached to building permit application (approval of abandonment and plat of survey with silt fence and erosion control fence). Attached? Y/N
  - Inspection required for erection of Silt / Erosion Construction fence prior to demolition.
  - Final inspection required to verify grading (if new construction is **NOT** to begin shortly after demo).

**AFTER THIS PERMIT IS ISSUED:**

- Please note that the contractor is responsible for containing all debris on site, including soil erosion control and dust control. The contractor is responsible for removal of any debris which may be deposited on village right-of-way or on adjacent properties.
- All excavations shall either be filled to grade or completely enclosed with a six-foot fence.

## Municipal Site Evaluation Application

<b>APPLICANT INFORMATION</b>		<b>ACCOUNT #:</b>
APPLICANT NAME:		
ADDRESS:		
CITY/STATE/ZIP:		
EMAIL:		<b>PERMIT TYPE</b>
<b>SITE/PROPERTY INFORMATION</b>		<input type="checkbox"/> <b>TYPE 1:</b> demolition of existing structure(s), building free standing structures (shed, detached garage, pool, sprinkler system, patio etc.)*
ADDRESS:		
CITY/STATE/ZIP:		
PIN:		<input type="checkbox"/> <b>TYPE 2:</b> building additions, expansions (additional rooms, second floor)**
<b>CONTACT INFORMATION (IF DIFFERENT THAN ABOVE)</b>		
NAME:		
ADDRESS:		
EMAIL:	PHONE:	
<p><b>*When applicable</b>, this application must be accompanied by scale drawing showing existing structures, proposed addition, and existing location of well and/or septic system on the property.  <b>**IF ADDITIONAL BEDROOMS, CONTACT PLAN REVIEW (630)-221-7045</b></p>		
<b>Approved By</b>		<b>Date</b> / /
Health Department has no objection to the issuance of a permit for this work. This approval is void if substantive changes are made to the plans as submitted.		
<b>Not Approved By</b>		<b>Date</b> / /
Review of proposed plans for the above property revealed problems in relation to the private well or sewage disposal system on this property. Therefore, the Health Department objects to the issuance of a permit for this work. (See Attached letter)		
<b>Re-evaluated and Approved By:</b>		<b>Date</b> / /
<b>Sanitarian Comments:</b>		
<b>Record Number</b>		<b>Date</b> / /



**VILLAGE OF VILLA PARK**  
**11 W. HOME AVENUE**  
**VILLA PARK, IL 60181**  
**p: (630) 834-8509 fax: (630)-834-8509**

**RIGHT-OF-WAY PERMIT**

**Permit #** \_\_\_\_\_

I, \_\_\_\_\_, representing \_\_\_\_\_,  
 (Name of Applicant) (Name of Utility Company or Owner)

of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
 (Mailing Address) (City) (State, Zip)

\_\_\_\_\_ (Telephone), \_\_\_\_\_ (Fax), \_\_\_\_\_ (E-Mail, if applicable), hereinafter termed Applicant

request permission and authority to do certain work herein described in Village right-of-way known as \_\_\_\_\_ to \_\_\_\_\_, DuPage County. The work is

\_\_\_\_\_ (Beginning Address or Street) \_\_\_\_\_ (Ending Address or Street)  
 for \_\_\_\_\_. Describe in more detail on the attached sketch and/or as follows.

(Type of work to be performed)

**\*\*Provide name and address of all professional consultants (if any) on separate sheet.\*\***

All documentation per Section 13-1104 (c)(1-10) of the Village of Villa Park Municipal Code shall be submitted with this permit application.

\_\_\_\_\_  
 Name of Contractor Street Address

\_\_\_\_\_  
 Telephone, Fax Numbers City, State, Zip Code

It is understood that the work authorized by this permit shall be completed within 365 days after the date this permit is approved, otherwise the permit becomes null and void.

This permit is hereby accepted and its provisions agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness \_\_\_\_\_ Signed \_\_\_\_\_ (Contractor)

\_\_\_\_\_ Signed \_\_\_\_\_ (Owner)

**SIGN AND RETURN TO: Public Works Department 11 W. Home Avenue, Villa Park, IL 60181**



**FOR OFFICE USE ONLY**

**Reviewed by Director of Public Works:** \_\_\_\_\_ **Date:** \_\_\_\_\_

REF #	FEE DESCRIPTION	ACCOUNT	AMOUNT DUE	AMOUNT PAID	PUBLIC WORKS REVIEW			
	Fee schedule forwarded to Community Development Department			—	INITIALS	DATE	INITIALS	DATE
1001	Parkway / Street Bond	10.210508	\$1200/cut					
318/319	Water / Sewer Inspection	82.48015 / 83.48015	\$50					
318/319	Water / Sewer Repair	82.48003 / 83.48003	\$20		PAYMENT		PAID BY (NAME)	
317	Highway Permit	60.45128	\$100		CASH			
					CHECK #			
<b>TOTAL AMOUNT PAID</b>								

## TERMS, CONDITIONS AND RESTRICTIONS

1. The Applicant represents all parties in interest and shall furnish all materials, do all work, pay all costs, and shall in a reasonable length of time restore all damaged or affected portions of the highway to a condition similar or equal to that existing before the commencement of the described work, including any seeding or sodding necessary.
2. The proposed work shall be located and constructed to the satisfaction of the Director of Public Works or his duly authorized representative. No revisions or additions shall be made to the proposed work on the right-of-way without the written permission of the Director of Public Works.
3. The Applicant shall at all times conduct the work in such a manner as to minimize hazards to vehicular and pedestrian traffic. Traffic controls and work site protection shall be in accordance with the applicable requirements of Part 6, Temporary Traffic Control, of the Manual on Uniform Traffic Control Devices for Streets and Highways, latest edition; and with the traffic control plan if said traffic control plan is required as a condition of this permit. All signs, barricades, channelizing devices, flaggers, etc., required for traffic control shall be furnished by the Applicant. The work may not be completed, in part or in whole, on Saturdays, Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day. Work shall be done only during daylight hours.
4. The work performed by the Applicant is not for the bona fide purpose expressed and not for the purpose of, nor will it result in, the parking or servicing of vehicles on the Village right-of-way. Signs located on or overhanging the right-of-way shall be prohibited.
5. The Applicant, his successors, and assigns agree to defend, indemnify, and hold harmless the Village of Villa Park and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit.
6. The applicant shall comply with insurance requirements per Section 13-1108.1 of the Villa Park Municipal Code.
7. The Applicant shall not trim, cut or in any way disturb or damage any trees, shrubbery or other landscaping located in or along the right-of-way without the written permission of the Director of Public Works or his duly authorized representative.
8. The Village reserves the right to require such changes, additions, repairs and relocations to the facilities constructed under this permit or their appurtenances on the right-of-way as may at any time be considered necessary or appropriate, and/or provide proper protection to life and property on or adjacent to the Village right-of-way. However, in the event this permit is granted to construct, locate, operate, and maintain utility facilities on the Village right-of-way, the Applicant, upon written request by the Director of Public Works, shall perform such alterations or change of location of the facilities without expense to the Village, and should the Applicant fail to make satisfactory arrangements to comply with this request within a reasonable time, the Village reserves the right to make such alterations or change of location or remove the work, and the Applicant agrees to pay for the cost incurred.
9. This permit is effective only insofar as the Village has jurisdiction and does not presume to release the Applicant from compliance with the provisions of any existing statutes or local regulations relating to the construction of such work.
10. The Applicant affirms that the property lines shown on the attached sheet(s) are true and correct and binds and obligates himself to perform the operation in accordance with the description and attached sketch and to abide by the policy regulations.

**DEMOLITION NOTES AND EROSION CONTROL NOTES**  
**SHALL BE ADDED TO PLANS**

**DEMOLITION NOTES:**

**WATER SUPPLY SERVICE ABANDONMENT**

1. Existing water service must be disconnected at the main and corporation stop must be shut off.
2. If corporation stop leaks or lead service, remove from main and use smith-blair 261 sleeve to abandon existing service.
3. If corporation stop leaks, a cap may be used at the discretion of the sewer and water superintendent.
4. Old buffalo box must be removed.

**SANITARY SEWER SERVICE ABANDONMENT**

1. Existing sanitary sewer service must be disconnected at the main.
2. Regardless of sanitary sewer main material, the main must be cut out on both sides of the old service connections and replaced with PVC SDR-26 D3034 or better.
3. Use of non-shear mission couplings (as described in Villa Park Public Works standards, latest edition) is required.
4. New PVC main must be supported by means of pipe bedding. The pipe bedding shall be placed so that the entire length of the pipe would have full bearing. No blocking of any kind shall be used to adjust the pipe to grade.

**EROSION CONTROL NOTES:**

1. The General Contractor shall be responsible for the installation of all erosion control devices including, but not limited, silt fence around the construction limits, stone access drive and filter fabric protectors in all storm manholes and/or inlets per the Village's standard details. If there is no General Contractor, it shall be the responsibility of the excavation/grading contractor to install all soil erosion control devices.
2. All erosion control measures shall be maintained throughout construction.
3. The Contractor responsible for the installation of the erosion control devices shall make an inspection of the installation on a weekly basis or following a rainfall of ½-inch or more (or equivalent snowfall) over a 24-hour period. A record of such inspections shall be kept onsite at all times until final acceptance of the work.
4. Any soil erosion control measures that are deemed necessary by the Village Engineer or any other authority having jurisdiction shall be implemented immediately by the Contractor.
5. All silt fence shall be installed and approved by the Village of Villa Park prior to construction.
6. All construction sites shall have a 10-foot wide x 6-inches deep stone access drive comprised of CA-1 stone. The length shall be a minimum of 50 feet unless otherwise approved by the Village Engineer. All access to and from the site shall be restricted to this construction entrance.
7. Pumping sediment-laden water into any stormwater facility either directly or indirectly without filtration is prohibited. Water removed from traps, basins and other water holding depressions or excavations must first pass through a sediment control and/or filtration device. When dewatering devices are used, discharge locations shall be protected from erosion.
8. Modifications to existing stormwater facilities shall be stabilized within 48 hours.
9. All storm drain inlets shall be protected by an appropriate sediment control measure when the area tributary to an inlet is disturbed.
10. All trenches, holes or other excavations required for utility installation should be back-filled and stabilized at the end of each working day. No excavation should be opened more than what can be stabilized by the end of the same day. If an excavation must be left unstabilized or opened overnight, soil erosion and safety protection measures shall be installed.
11. The surface of stripped or disturbed areas shall be permanently or temporarily stabilized within 7 days after final grade is reached or when left idle for more than 7 days. Temporary erosion and sediment control measures shall be maintained continuously until permanent soil erosion control measures have been adequately established.
12. All Special Management Areas shall, at a minimum, have a dual silt fence barrier of protection. Additional soil and sediment erosion control measures may be required to adequately protect these areas.
13. Stockpiles of soil or any other building material shall not be located in Special Management Areas.
14. If a stockpile is to remain in place for more than three days, then erosion and sediment control shall be provided for such stockpile.
15. All waste generated as a result of site development (including discarded building materials, concrete truck washout, chemicals, litter, sanitary waste or any other waste) shall be properly disposed of and be prevented from being carried off the site by either wind or water.
16. Any soil, mud or debris reaching a public or private roadway or sidewalk shall be removed immediately and transported to a controlled sediment disposal area.
17. All temporary erosion and sediment control measures shall be removed within 30-days after final stabilization is achieved with permanent soil stabilization measures. Trapped sediment and other disturbed soils resulting from temporary measures shall be properly disposed of, and the area permanently stabilized.