



# Village of Villa Park

11 West Home Avenue, Villa Park, Illinois 60181

DEPARTMENT OF PUBLIC WORKS  
MICHAEL M. GUERRA, P.E. • Public Works Director  
PUBLICWORKS@INVILLAPARK.COM

Phone (630) 834-8505  
Fax (630) 834-8509

## CLOSING BILL REQUEST FORM

\*SELLERS NAME (AS LISTED ON DEED): \_\_\_\_\_

\*DATE OF CLOSING: \_\_\_\_\_ ACCT. # : \_\_\_\_\_

\*SERVICE ADDRESS: \_\_\_\_\_

\*CONTACT PHONE #: \_\_\_\_\_

FINAL BILLING TO: \_\_\_\_\_

### NEW OWNER INFORMATION

\*NEW OCCUPANT IS THE OWNER \_\_\_\_\_ OR A TENANT \_\_\_\_\_

\*NAME OF NEW OCCUPANT: \_\_\_\_\_

\*PHONE # OF NEW OCCUPANT: \_\_\_\_\_

## COMPLIANCE INSPECTION

**Certificate of Compliance** is required upon the **sale or transfer** of title of any property in the Village. The Public Works Department must perform an inspection to verify that there are no illegal storm water connections to the sanitary sewer system on the premises (See checklist below for details on what is being inspected).

Please contact the Public Works Department at (630) 834-8505 to schedule a Compliance Inspection and return the **Closing Bill Form** along with the **\$50.00 fee** (payable in cash, cashier's check or money order) in person or by mail to: **Village of Villa Park, 20 S. Ardmore Ave., Villa Park, IL 60181, ATTN: Utility Billing.**

### FOR OFFICE USE ONLY

**DATE WHEN FORM WAS RECIEVED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**COMPLIANCE INSPECTION SCHEDULED:** YES / NO

**DATE OF COMPLANCE INSPECTION:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\$50 FEE PAID:** YES / NO

**DATE PAID:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**FORM OF PAYMENT (circle one):** VILLAGE HALL PUBLIC WORKS ONLINE VIA SQUARE MAILED IN

**FINAL METER READ SCHEDULED WITH PUBLIC WORKS:** YES / NO

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**NEW OWNER INFORMATION RECEIVED:** YES / NO

NOTES:



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## Certificate of Compliance Check List

**In accordance with section 25-431.2 of the Village of Villa Park Municipal Code, the Village will inspect the following:**

- Access to inspect water meter and service material type
- Access to inspect sump pump and discharge line
- Access to inspect water heater, furnace, mechanical room, etc.
- Access to bathrooms, kitchen, laundry room, bar sinks, and plumbing fixtures
- Other things that will be checked are all floor drains, stairwell drains, sewer clean outs inside and outside, downspouts, cistern, and grease basin.
- Upon approval & acceptance, the Compliance Certificate expires 30 days from approval

Please allow 30 minutes or less for the inspection.