



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 RECEIVED: ____/____/____

COMPLIANCE INSPECTION SCHEDULED: YES / NO

DATE OF COMPLIANCE INSPECTION: ____/____/____

\$50 FEE PAID: YES / NO

DATE PAID: ____/____/____

FORM OF PAYMENT (*circle one*): VILLAGE HALL

PUBLIC WORKS

ONLINE VIA SQUARE

MAILED IN

FINAL WATER BILL REQUEST FORM RECEIVED: YES / NO

DATE: ____/____/____

FINAL METER READ SCHEDULED WITH PUBLIC WORKS: YES / NO

DATE: ____/____/____

NEW OWNER INFORMATION RECEIVED: YES / NO



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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.