Village of Villa Park
Community Development
20 S. Ardmore Avenue Villa Park, IL 60181
(630) 592-6072

C O M M E R C I A L

P E R M I T A P P L I C A T I O N C H E C K L I S T

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: Deputy Fire Chief Bill Tauchen at (630) 279-8773.
- ☐ 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 application (for a new business): _____ *(date)*

For Office Use Only

For New Construction

- See Shubhra for Address
- Is there a recapture fee?
- Has the address letter been mailed?
- Is this a subdivision? If so see Melissa 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
See appropriate checklist and contact the Engineering Department at 630 834-8505

Revised: 8/11/11