



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

**COMMERCIAL**

**PERMIT APPLICATION CHECKLIST**

**NEW CONSTRUCTION**

- Building Permit Application
- Contractor Sheet (all information must be completed prior to issuance of the permit)
- Plan Review Fee
- Highway Permit Application
- 2 copies of Plat of Survey – existing conditions
- 2 additional copies of Plat of Survey showing:
  - 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
- 4 Sets of Stamped and Sealed Architectural Construction Plans
- 6 Sets of Engineering Site Plans
- Engineer's cost estimate of public improvements
- 3 copies of topographic survey – existing conditions
- Soil Analysis (minimum of 2 borings per lot)
- DuPage County Stormwater Management Act Permit Application with:
  - See PW Standards for commercial fees
  - \*Soil Erosion and Sediment Control Details form
  - \*Record Drawings Certification form
- Salt Creek Sanitary District Permit Fee: copy of paid receipt
- Water Line Service Agreement
- DuPage County Impact Fee paid receipt
- If demolition: see Demo Checklist/Packet and call Lt. John Rzeszut at the Fire Dept. 630-833-5343.
- Contact Fire Chief, Mark Duski, at 630-279-8773 regarding required fire sprinkling submittal information.
- Health Department approval required for all Restaurants
- 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 Requirement**

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**