



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

## **R E S I D E N T I A L**

### **PERMIT APPLICATION CHECKLIST**

#### **ADDITIONS**

##### **SECOND STORY ADDITION**

- Building Permit Application
- Contractor Sheet (all information must be completed prior to issuance of the permit)
- Plan Review Fee
- 4 sets of Stamped and Sealed Architectural Construction Plans
- 2 copies Plat of Survey showing proposed bldg footprint and all setbacks with all dimensions to scale (on Plat)
- DuPage County Impact Fee - copy of paid receipt (Required to pay if over 1,000 sq. ft.)
- If lot has septic field, need Health Dept OK

<b>Plan Review Valuations:</b>		<b>Fee:</b>
\$50	to \$5,000	\$30.00
\$5,001	to \$25,000	\$45.00
\$25,001	to \$50,000	\$80.00
\$50,001	to \$75,000	\$100.00
\$75,001	to \$100,000	\$125.00
\$100,001	to \$200,000	\$210.00
\$200,001	to \$300,000	\$380.00
\$300,001	to \$500,000	\$470.00
\$500,001	and up	\$470.00 plus \$2.50 per 1000

##### **GROUND LEVEL ADDITION**

- Building Permit Application
- Contractor Sheet (all information must be completed prior to issuance of the permit)
- Fill/Construction Agreement
- Plan Review Fee
- 2 copies Plat of Survey showing proposed bldg footprint and all setbacks with all dimensions to scale (on Plat)
- 4 sets of Stamped and Sealed Architectural Construction Plans
- 3 Plats of Survey of existing conditions
- If lot has septic field, need Health Dept ok and Site Evaluation application/fee paid
- 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 Impact Fee – copy of paid receipt (**Required to pay if over 1,000 sq. ft. total**)

**FOR ENGINEERING REQUIREMENTS**  
**See appropriate checklist and contact**  
**the Engineering Department at**  
**630 834-8505**