



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	\$20.00
\$5,001	to	\$25,000	\$35.00
\$25,001	to	\$50,000	\$65.00
\$50,001	to	\$75,000	\$75.00
\$75,001	to	\$100,000	\$85.00
\$100,001	to	\$200,000	\$140.00
\$200,001	to	\$300,000	\$260.00
\$300,001	to	\$500,000	\$330.00
\$500,001	and up		\$330.00 plus \$1.75 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