



# VILLAGE OF VILLA PARK BUILDING PERMIT APPLICATION

DATE: \_\_\_\_\_ SITE ADDRESS: \_\_\_\_\_

APPLICANT	PROPERTY OWNER
Name _____	Name _____
Address _____	Address _____
Phone No. _____	Phone No. _____
Signature _____	Signature _____

PERMIT FOR: \_\_\_\_\_

CONSTRUCTION COST: \$ \_\_\_\_\_

This application shall be accompanied by THREE sets of plans (when applicable) by a certified Architect and TWO plats of survey (to scale) showing the location of the new proposed buildings, existing buildings and setbacks of building to the right and left of the proposed building. IDENTIFICATION DISCLOSURE REQUIRED BY ORDINANCE #1195.

No error or omission in either the plans or application, whether said plans or application have been approved by the Building Commissioner or not, shall permit to relieve the applicant from constructing the work in any other manner than that provided for in the Ordinance of this Village relating thereto. The Applicant having read this application and fully understanding the intent thereof declares that the statements made are true to the best of my knowledge and belief.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PLAN REVIEW FEE/ADMIN FEE		\$
PERMIT FEES:	# INSP	
Electric		\$
Heating		\$
Plumbing		\$
Structure		\$
Stoop/Porch/Deck		\$
Driveway		\$
Approach		\$
Sidewalk		\$
Patio/Slab		\$
Fence		\$
Sewer Repair/Cleanout		\$
Fire		\$
Demo		\$
Add'l Inspections		\$
Other:		\$
<b>TOTAL PERMIT FEES</b>	<b>#301</b>	<b>\$</b>
<b>TOTAL PUBLIC WORKS</b>		<b>\$</b>
<b>GRAND TOTAL</b>		<b>\$</b>

Feet Wide \_\_\_\_\_  
 Feet Long \_\_\_\_\_  
 Feet High \_\_\_\_\_  
 Square Footage:  
 Ground \_\_\_\_\_  
 Total \_\_\_\_\_

**FOR OFFICE USE ONLY**

PERMIT NO. \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

PAID \_\_\_\_\_

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ZONING \_\_\_\_\_

ENGINEERING \_\_\_\_\_

PW HIGHWAY PERMIT \_\_\_\_\_

FILL PERMIT \_\_\_\_\_

INSPECTOR \_\_\_\_\_

CONTRACTORS \_\_\_\_\_

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APPROVED BY: \_\_\_\_\_

TITLE \_\_\_\_\_

PIN NO. \_\_\_\_\_  
 LOT NO. \_\_\_\_\_  
 BLOCK NO. \_\_\_\_\_  
 SUBDIVISION \_\_\_\_\_  
 SANITARY DISTRICT # \_\_\_\_\_  
 IMPACT FEE # \_\_\_\_\_

**NOTE:** A completed contractor's sheet MUST accompany all building permit applications.

304	Plan Review/Fill Permit	10.43103	\$
321	Stormwater Permit	10.43104	\$
322	Stormwater Detention Buyout	68.48019	\$
1007	Street Escrow	60.21052	\$
1008	Sidewalk Escrow	64.21052	\$
318	Water Permit	82.48003	\$
319	Sewer Permit	83.48008	\$
317	Highway Permit (street opening)	60.45128	\$
308	Water Inspection	82.48015	\$
307	Sewer Inspection	83.48015	\$
309	Water Connection (A)	82.48004	\$
309	Water Connection (B)	82.48004	\$
310	Sewer Connection (A)	83.48004	\$
310	Sewer Connection (B)	83.48004	\$
312	Water Meter	82.48002	\$
306	Water Meter Deposit	82.230100	\$
311	Water Tap	82.48001	\$
314	Builder's Water	82.45128	\$
<b>PUBLIC WORKS TOTAL PERMIT FEES</b>			<b>\$</b>
1001	Public Works Bond - Parkway	10.210508	\$
1001	Public Works Bond - Street	10.210508	\$
1001	Stormwater Security	10.210508	\$
1001	Erosion Control Security	10.210508	\$
1001	Public Improvement Security	10.210508	\$
<b>PUBLIC WORKS TOTAL SECURITY FEES</b>			<b>\$</b>
<b>PUBLIC WORKS TOTAL FEES</b>			<b>\$</b>



# CONTRACTOR'S BOND, INSURANCE AND LICENSING

Permit No. \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

GEN'L CONTRACTOR: \_\_\_\_\_

PERMIT FOR: \_\_\_\_\_

ARCHITECT: \_\_\_\_\_

Type of Contractor	Company Name, Address, City, Phone No.	Date Bond Expires	Date Insurance Expires	Date License Expires	(For Office Use Only)
ROOFER		N/A	N/A	State of Illinois License	
EXCAVATOR				N/A	
CEMENT/ASPHALT				N/A	
CARPENTER				N/A	
INSTALLER				N/A	
BRICK MASON				N/A	
FIRE ALARM OR FIRE SPRINKLER		N/A	N/A	State of Ill. Fire Sprinkler Contractor License	
PLUMBER		N/A	N/A	State of Ill. Health Dept. 055 License plus a copy of contract or letter of intent on plumber's letterhead	
DRAIN/SEWER LAYER (EXTERIOR)				City of Chicago or State of Ill. Drain Layer's License or 055 plumbers license	
ELECTRICIAN					
HEATING				N/A	
GENERAL				\$75 Fee for Villa Park License	

**ALL ADDITIONAL INFORMATION AND REQUIREMENTS REGARDING THIS FORM ARE ON THE FOLLOWING PAGE.**

The General Contractor is responsible for collecting all the required documents prior to the permit being issued. It is your responsibility to make sure that the listed contractors keep their bond, insurance and license (if required) current until the project is complete. No inspections will be made if any of the contractor's bond, insurance or license expires at any time during the construction period.

# BOND, INSURANCE AND LICENSING REQUIREMENTS

All construction involving electricity, plumbing and roofing, exclusive of normal maintenance, requires licensed contractors.

- Plumbers must have a valid State Plumbing Contractor (055) registration and an (058) Plumbers License. They must also supply a Letter of Intent (on company letterhead and must be notarized or stamped with a corporate seal) for each job performed.
- Electrical contractors must have a valid license from an Illinois municipality. In addition, they must furnish a Certificate of Insurance (see requirements below) as well as a \$10,000 Surety Bond.
- Roofers must have a valid State registration.

The Village of Villa Park requires copies of contractor's bond, insurance and licensing (where applicable) as listed below:

## Certificate of Insurance

All Certificates of Insurance shall name the Village of Villa Park as ADDITIONAL INSURED as well as CERTIFICATE HOLDER. Also, we require a certificate showing Workmen's Compensation insurance. If you are self employed, please provide a letter on your letterhead stating that you are self employed and are not required to carry Workmen's Compensation.

### Construction Value: <\$25,000:

All contractors listed on the building permit application shall show proof of public liability insurance in the amount of \$500,000 liability and property damage insurance limited to not less than \$100,000.

### Construction Value: >\$25,000:

All contractors listed on the building permit application shall show proof of public liability insurance in the amount of \$1,000,000 and property damage insurance in the amount of \$1,000,000 or 100% of the construction value whichever is greater.

### General Contractors:

All general contractors listed on the building permit application shall show proof of public liability insurance and property damage insurance in the amount of \$2,000,000 aggregate. All Certificates of Insurance shall name the Village of Villa Park as ADDITIONAL INSURED as well as CERTIFICATE HOLDER. We also require the "Additional Insured Endorsement Page". This form is typically a CG2010, CG2012 or a blanket form. Also, we require a certificate showing Workmen's Compensation insurance. If you are self employed, please provide a letter on your letterhead stating that you are not required to carry Workmen's Compensation.

## Bond

All contractors shall execute and file a \$10,000 Surety Bond with the Community Development Department in the form approved by the Village of Villa Park for surety bonds. (A copy or fax is acceptable to issue the permit, but the original must be signed and mailed to Village of Villa Park).

## License

All General Contractors must be registered in the Village of Villa Park. The fee for such a registration is \$75. This registration is good for one year from the date of issue.

**Homeowners wishing to be the general contractor must be registered as a general contractor and submit all required documents.**