



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

**COMMERCIAL**

**PERMIT APPLICATION CHECKLIST**

**INTERIOR REMODEL**

- 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 Plats of Survey – existing conditions
- Is there an existing Fire Alarm? If yes, you need to advise the Fire Department: Deputy Fire Chief Bill Tauchen at (630) 279-8773.
- 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
- We provided a Certificate of Occupancy application (for a new business): \_\_\_\_\_  
(date)
- We provided a Sign Permit: \_\_\_\_\_  
(date)

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

<b><u>Parking Requirements:</u></b>
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**