



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

RESIDENTIAL

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

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

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