



**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**

#### **NEW CONSTRUCTION**

- Building Permit Application
- Contractor Sheet (all information must be completed prior to issuance of the permit)
- Highway Permit Application
- 2 copies of Plat of Survey – existing conditions
- 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
- 6 Sets of Engineering Plans
- Engineer's cost estimate of public improvements
- 3 copies of topographic survey – existing conditions
- DuPage County Stormwater Management Act Permit Application with:
  - \*Fee is \$455.00 for single-family homes
  - \*Soil Erosion and Sediment Control Details form
  - \*Record Drawings Certification form
- Salt Creek Sanitary District Permit – copy of paid receipt
- Water Line Service Agreement
- DuPage County Impact Fee – copy of paid receipt
- If demolition: see Demo Checklist/Packet and call Lt. John Rzeszut at the Fire Dept. 630-833-5343
- Contact Deputy Fire Chief, Bill Tauchen, at 630 279-8773 regarding required fire sprinkling submittal Information.

**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

<b>Plan Review Valuations:</b>		<b>Fee:</b>
\$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

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