

## **Permit Information**

**A building permit is required when the work includes, but is not limited to:**

Cutting away of any wall, partition, roof or portion thereof

Removal or cutting of any structural beam or bearing support

Removal or change of any required means of egress

Rearrangement of parts of a structure affecting the exit way requirements.

Any alteration or replacement of any water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping

Electrical wiring or mechanical work

Re-roofing

Plumbing

**The following informational packets may be helpful for specific projects you may be working on:**

Decks & Patios

Dog Runs

Driveways - Residential

Fences

Garages

Handicap Ramps/Lifts

Sheds

Sidewalks

Signs

Swimming Pools, Hot Tubs & Spas

### **Building Permit Application Form and Contractor Information Form**

Once you have completed the application form and contractor information form, you may bring it to the Community Development Department at Village Hall, 20 S. Ardmore Avenue, to submit it for review or over the counter processing.

Over the counter permits include: replacement windows, siding, roofing (tear-off and re-roof), fascia, soffit and gutters, removal and replacement of sidewalks and driveways private side only, and removal and replacement of stoops.

For other types of projects, please refer to our Permit Application Checklists or call us at (630) 592-6072 to inquire about requirements for your particular project.

 [Building Permit Application Form](#)

 [Contractor Information Form](#)

## Application Checklists

Permit application checklists are provided (for larger projects) to help individuals come prepared with all the necessary materials required when submitting a permit application.

The following links will direct you to the checklist you will need for your specific project:

### Residential Permit Application Checklists

 [New Construction](#)

 [Additions \(Ground Level and Second Story\)](#)

 [Interior Remodel](#)

### Commercial Permit Application Checklists

 [New Construction](#)

 [Additions](#)

 [Interior Remodel](#)

## Contractor Registration

All General Contractors must be registered in the Village of Villa Park. The fee is seventy-five dollars (\$75.00). All General Contractor Licenses are valid for one year from date of issue.

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.

Print out and complete the General Contractors Application and submit to the Community Development Department, 20 S. Ardmore Avenue, Villa Park, with payment to receive your General Contractors card.

 [General Contractors Application Form](#)

### What is the Plan Review Time for Permits?

- For **single-family homes**, additions, and **accessory buildings** - **6 - 8 weeks**
- For **commercial, industrial, and PUD** construction - **8 - 10 weeks**