



Village of Villa Park

Permitting Division

11 W. Home Avenue Villa Park, IL. 60181

P: 630-834-8505 Fax: 630-834-8509

Email: permits@invillapark.com

COMMERCIAL **PERMIT APPLICATION CHECKLIST**

COMMERCIAL ADDITION

- Building Permit Application
- Contractor Sheet (all information must be completed prior to issuance of the permit)
- 2 copies of Plat of Survey – existing conditions
- For an addition - 2 copies of Plat of Survey showing:
 - Proposed Addition footprint – to scale
 - All setbacks with all dimensions – to scale
 - Parking areas with number of parking spots allowed for this business indicated on the plat
- 2 Sets of Stamped and Sealed Architectural Construction Plans
- Health Department approval required for all Restaurants
- FOR ENGINEERING REQUIREMENTS – See appropriate checklist and contact the Engineering Department at: 630-835-8505**

Parking Requirement

Restaurants: 1 space / 3 seats plus employee parking

Commercial/Office: 1 space / 200 sf plus employee parking

See Zoning Ordinance for further delineation