



## Village of Itasca

Community Development Department  
550 W. Irving Park Rd. Itasca, IL 60143  
Phone: 630-773-5568 Fax: 630-773-0852  
[www.itasca.com](http://www.itasca.com)

# New Parking Lot & Reconfiguration Permit Checklist

### Submittal for a Permit:

- **Plat of Survey**
  - **Three (3) paper copies and one (1) electronic submittal to [commdev@itasca.com](mailto:commdev@itasca.com)**
  - Showing location and dimension of proposed fence
  - Showing current condition of lot
- **Stamped engineering Site Plans**
  - **Three (3) paper copies and one (1) electronic submittal to [commdev@itasca.com](mailto:commdev@itasca.com)**
- **Landscape Plans**
  - **Three (3) paper copies and one (1) electronic submittal to [commdev@itasca.com](mailto:commdev@itasca.com)**
- **Tree preservation and Replacement Plan**
  - Completed by licensed Landscape Architect
  - **Three (3) paper copies and one (1) electronic submittal to [commdev@itasca.com](mailto:commdev@itasca.com)**
- **A complete Building Permit Application**
- **All contractors must be registered with the Village of Itasca**
  - Contractor registration form for trade requirements: [Contractor Registration](#)
- **All plans must be folded when submitted, rolled plans will not be accepted**

Items:	Check once finished
➤ <b>Plat of Survey- 3 copies</b>	<input type="checkbox"/>
➤ <b>Complete Set of Plans- 3 copies</b>	<input type="checkbox"/>
➤ <b>Landscape Plans</b>	<input type="checkbox"/>

➤ <b>Tree preservation and Replacement Plan</b>	<input type="checkbox"/>
➤ <b>Complete Permit Application</b>	<input type="checkbox"/>

**Typical inspection required:**

- Based Couse
- Pre- Pour concrete
- Final building inspection
- Final Engineering inspection
- Final Landscape
- Additional inspection may be required and will be determined during review