



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

Furniture/Cubical Permit Checklist

Submittal for a Permit:

- Three (3) paper copies (minimum size drawings 24" x 36") & one (1) electronic submittal to commdev@itasca.com – With clear measurements.
 - Floor plan indicating the location of the proposed project.
 - Dimensions of all furniture and aisle widths (minimum 36-inch clear width aisle).
 - Provide manufacturer's specification sheets on furniture and electrical requirements.
 - Provide 20-AMP, NEMA 5-20R, electrical receptacles in the office workstations.
- A completed Building Permit Application.
 - All contractors must register with the Village of Itasca.
 - See Contractor Registration Form for trade requirements.