



# Village of Itasca Community Development Department

550 W. Irving Park Road, Itasca, IL 60143  
 PHONE: 630-773-5568 | FAX: 630-773-0852  
[www.itasca.com](http://www.itasca.com)

## DECK, PORCH, GAZEBO & SHED PERMIT CHECKLIST

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The following items must be received in order for the Community Development Department to process the permit application. **Incomplete applications will not be accepted.**

**ALL PLANS SET MUST BE FOLDED WHEN SUBMITTED. ROLLED PLANS WILL NOT BE ACCEPTED.**

<u>ITEM</u>	<u>APPLICANT SIGN OFF</u>	<u>COMM. DEV. SIGN OFF</u>
1. Completed Building Permit Application	<input type="checkbox"/>	<input type="checkbox"/>
2. 3 Copies of Current Survey	<input type="checkbox"/>	<input type="checkbox"/>
3. Proposed Work drawn to scale on Survey (show the location, size and dimensions from the property lines)	<input type="checkbox"/>	<input type="checkbox"/>
4. 3 Sets of Detailed Plans with Specifications (include details on stairs, handrails, foundation piers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>

### FOR OFFICE USE ONLY:

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Permit Reviews	Routing Date
Building	
Engineering*	
Zoning	

Flood Plain	Yes	No
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\*If improvements are in the Flood Plain