



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

DECK, PORCH, GAZEBO & SHED PERMIT CHECKLIST

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:

DATE RECEIVED: _____ PERMIT #: _____

ADDRESS: _____ OWNER/TENANT: _____

TYPE OF WORK: _____

Historical District	Yes	No
Flood Plain	Yes	No

Routed To	Sent	Returned	Resubmittal	Returned
Building				
Engineering				
Zoning				

*If improvements are in the Flood Plain