



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

HVAC, ELECTRICAL SERVICE & GENERATOR 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 Plat of Survey*	<input type="checkbox"/>	<input type="checkbox"/>
3. Proposed Work Drawn to Scale on Survey*	<input type="checkbox"/>	<input type="checkbox"/>
4. 3 Sets of Detailed Plans with Specifications (include Manufacturer's Specifications on Generator or HVAC System)	<input type="checkbox"/>	<input type="checkbox"/>

* A Plat of Survey is not required for Interior Work only

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ PERMIT #: _____

ADDRESS: _____ OWNER/TENANT: _____

TYPE OF WORK: _____

Routed To	Sent	Returned	Resubmittal	Returned
Building				
Electrical				