



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

INTERIOR ALTERATIONS & REMODELING 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. 4 Sets of Stamped Architectural Plans	<input type="checkbox"/>	<input type="checkbox"/>

*If the applicable permits are not required staff will mark checklist to note that.

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ PERMIT #: _____

ADDRESS: _____ OWNER/TENANT: _____

TYPE OF WORK: _____

Routed To	Sent	Returned	Resubmittal	Returned
Building				
Electrical				
Plumbing				