



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

NEW PARKING LOT & RECONFIGURATION 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. 5 Copies of Current Plat of Survey	<input type="checkbox"/>	<input type="checkbox"/>
3. 5 Sets of Stamped Engineering Site Plans	<input type="checkbox"/>	<input type="checkbox"/>
4. 5 Sets of Stamped Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>
5. 5 Sets of Tree Preservation & Replacement Plan completed by License Landscape Architect*	<input type="checkbox"/>	<input type="checkbox"/>

* Tree Preservation & Replacement Plan can be submitted as part of the Landscape Plan

FOR OFFICE USE ONLY:

DATE RECEIVED: _____ PERMIT #: _____

ADDRESS: _____ OWNER/TENANT: _____

TYPE OF WORK: _____

Flood Plain	Yes	No
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Routed To	Sent	Returned	Resubmittal	Returned
Building				
Electrical				
Engineering				
Zoning				