



# 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)

### PLUMBING & HOT WATER HEATER 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. 4 Copies of Scope of Work & Signed Contract	<input type="checkbox"/>	<input type="checkbox"/>
3. 3 Copies of Manufacturer's Specifications on Hot Water Heater Tank*	<input type="checkbox"/>	<input type="checkbox"/>
4. Copy of Contractor's Plumbing License	<input type="checkbox"/>	<input type="checkbox"/>
5. Notarized Letter of Intent Stating Scope of Work	<input type="checkbox"/>	<input type="checkbox"/>

\* If Installing a Hot Water Heater. Not needed for other Plumbing Work.

FOR OFFICE USE ONLY:

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DATE RECEIVED: \_\_\_\_\_ PERMIT #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ OWNER/TENANT: \_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_

<b>Routed To</b>	<b>Sent</b>	<b>Returned</b>	<b>Resubmittal</b>	<b>Returned</b>
<b>Building</b>				
<b>Electrical</b>				
<b>Plumbing</b>				