



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

POOL, HOT TUB/SPA & DETACHED GARAGE 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 (show the location of structure and any other impervious surfaces being installed)	<input type="checkbox"/>	<input type="checkbox"/>
4. 3 Sets of Detailed Plans with Specifications (i.e. Dimensions, Fencing, Setbacks)	<input type="checkbox"/>	<input type="checkbox"/>
5. Manufacturer's Specifications on Pool Filter System and Heater	<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				
Electrical				
Engineering*				
Plumbing				
Zoning				
His. Comm.				

*If proposed improvements are located in the Flood Plain