



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

RESIDENTIAL NEW CONSTRUCTION & ADDITION 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. 6 Copies of Current Plat of Survey	<input type="checkbox"/>	<input type="checkbox"/>
3. 6 Sets of Stamped Architectural Plans	<input type="checkbox"/>	<input type="checkbox"/>
4. 6 Sets of Stamped Engineering Plans	<input type="checkbox"/>	<input type="checkbox"/>
5. 2 Sets of Tree Preservation & Replacement Plan Completed by Licensed Landscape Architect*	<input type="checkbox"/>	<input type="checkbox"/>
6. DuPage County Stormwater Application	<input type="checkbox"/>	<input type="checkbox"/>

* Tree Preservation & Replacement Plan not needed if no trees are being removed and/or no trees may be impacted by construction.

FOR OFFICE USE ONLY:

Permit Reviews	Routing Date
Building	
Electrical	
Engineering	
Fire	
Plumbing	
Zoning	
Historical Commission	

Historical District	Yes	No
Flood Plain	Yes	No