



# 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)

### 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:

---

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

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

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

<b>Historical District</b>	Yes	No
<b>Flood Plain</b>	Yes	No

<b>Routed To</b>	<b>Sent</b>	<b>Returned</b>	<b>Resubmittal</b>	<b>Returned</b>
<b>Building</b>				
<b>Electrical</b>				
<b>Engineering</b>				
<b>Fire:</b>				
<b>Plumbing</b>				
<b>Zoning</b>				
<b>His. Comm.</b>				