



# 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)

## COMMERCIAL NEW CONSTRUCTION & ADDITION 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. 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. 3 Sets of Stamped Landscaping Plan*	<input type="checkbox"/>	<input type="checkbox"/>
6. DuPage County Stormwater Application	<input type="checkbox"/>	<input type="checkbox"/>

\* Not Required for Additions if current landscape will not be impacted or changed

### FOR OFFICE USE ONLY:

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

Historical District	Yes	No
Flood Plain	Yes	No