



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

COMMERCIAL 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. 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:

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				
Fire:				
Plumbing				
Zoning				
His. Comm.				