



Village of Villa Park

Permitting Division

11 W. Home Avenue Villa Park, IL. 60181

P: 630-834-8505 Fax: 630-834-8509

Email: permits@invillapark.com

Building Permit Information

Applying for a building permit:

- An application for which no permit is issued within 90 days of filing shall be deemed expired unless such application has been pursued in good faith.
- If >90 days, a 90-day extension can be issued for just cause by the Director.

Issuing a Building Permit:

- Applicant is notified that the permit is ready to be issued.
- Applicant has 30 days to pick up the permit.
- If >30 days pass and the permit is not picked up, it will be null and void.
- If >60 days pass, the application/permit will be destroyed.

Valid Building Permit:

- Permits are valid for 6 months (but can be extended for another 6 months without charge).
- If the work is suspended or abandoned for 6 months after permit issuance, the permit shall be invalid.
- The director can issue two 6-month extensions if the permit has not expired. The renewal request shall be in writing and a justifiable cause demonstrated.
- After the 1st year, the extension fee is ½ the cost of the permit.

Renewal of an Expired Permit

- If the permit is been expired 6-months or less, and no changes to the original plans have occurred, a renewal is possible. The fee is ½ the cost of the permit.
- If the permit is been expired more than 6-months, a new application and permit of the full permit fee is required.

Hours of Construction:

- Monday – Saturday: 7:00 a.m. to 7:00 p.m.
- Sunday: 8:00 a.m. to 6:00 p.m.

Construction Site Information

- All excavations shall be enclosed by a six (6) ft. barrier fence including silt fencing around the entire perimeter.
- All property corners must be staked before construction begins.
- Construction materials may not be stored on the site for more than 30 days.
- Construction materials shall not be stored in a manner to constitute a safety hazard, or in a manner to attract vermin.
- Streets must be kept clean.
- Portable washrooms must be supplied and maintained and kept inside the fenced portion of the construction area.
- Dumpsters shall be used and located on private property.
- A construction access drive or road shall be immediately installed using three (3) inch rock.