

**OFFICE USE ONLY**

Permit No. \_\_\_\_\_

Date Issued \_\_\_\_\_

Paid \$ \_\_\_\_\_

Contractors Verified 

**VILLAGE OF VILLA PARK**  
**BUILDING PERMIT APPLICATION**  
 11 W. Home Avenue Villa Park, IL 60181  
 P: 630-834-8505 Fax: 630-834-8509  
 Email: [permits@invillapark.com](mailto:permits@invillapark.com)

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

Project Description: \_\_\_\_\_

If applicable, Height of Fence: \_\_\_\_\_ Feet, Length of Fence: \_\_\_\_\_ Feet, Material: \_\_\_\_\_

Project Value: \$ \_\_\_\_\_ Application to correct notice of violation?  Yes  No

	Applicant Information	Property Owner Information
Printed Name		
Address		
Phone No.		
Email		

Contractor Type	Name, Address, City, Phone	Bond Expires	Insurance Expires	License #/Expires
Excavator				N/A
Concrete/Asphalt				N/A
Brick Mason				N/A
Carpenter				N/A
Installer				N/A
HVAC				N/A
Electrician				City & Lic#/Exp Date
Fire Alarm / Fire Sprinkler		N/A	N/A	State of IL Lic#
Roofer		N/A	N/A	State of IL Lic#
Drain / Sewer Layer				State of IL/Chicago Lic#
Plumber		N/A	Letter of Intent	IL 055 Lic#
General \$75 Fee for Villa Park License				Villa Park Lic #/Exp Date

**Under Penalty of Intentional Misrepresentation and/or Perjury, I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement(s) in compliance with all provisions of the applicable ordinances, rules and regulations of the Village and any other applicable governing bodies. I realize that the information that I have affirmed hereon forms a basis for the issuance of the permit(s) herein applied for. I, the undersigned, certify that I have proper authority to apply for this building permit, that all contractors have consented to being listed and they shall keep their bond, insurance and license (if required) current until the project is complete.**

I acknowledge that I am responsible for payment of DuPage County Impact Fees. 
 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Property Owner  General Contractor/ Representative  Tenant

**If applicant is not property owner: I hereby authorize applicant above to act as my agent for the purpose of seeking the building permit described in this application and the associated supporting material:**

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **BOND, INSURANCE AND LICENSING REQUIREMENTS**

All construction involving electricity, plumbing and roofing, exclusive of normal maintenance, requires licensed contractors.

- Plumbers must have a valid State Plumbing Contractor (055) registration and an (058) Plumbers License. They must also supply a Letter of Intent (on company letterhead and must be notarized or stamped with a corporate seal) for each job performed.
- Electrical contractors must have a valid license from an Illinois municipality. In addition, they must furnish a Certificate of Insurance (see requirements below) as well as a \$10,000 Surety Bond.
- Roofers must have a valid State registration.

The Village of Villa Park requires copies of contractor's bond, insurance and licensing (where applicable) as listed below:

## **Certificate of Insurance**

All Certificates of Insurance shall name the Village of Villa Park as **ADDITIONAL INSURED** as well as **CERTIFICATE HOLDER**. Also, we require a certificate showing Workmen's Compensation insurance. If you are self-employed, please provide a letter on your letterhead stating that you are self-employed and are not required to carry Workmen's Compensation.

### **Construction Value: <\$25,000:**

All contractors listed on the building permit application shall show proof of public liability insurance in the amount of \$500,000 liability and property damage insurance limited to not less than \$100,000.

### **Construction Value: >\$25,000:**

All contractors listed on the building permit application shall show proof of public liability insurance in the amount of \$1,000,000 and property damage insurance in the amount of \$1,000,000 or 100% of the construction value whichever is greater.

### **General Contractors:**

All general contractors listed on the building permit application shall show proof of public liability insurance and property damage insurance in the amount of \$2,000,000 aggregate. **All Certificates of Insurance shall name the Village of Villa Park as ADDITIONAL INSURED as well as CERTIFICATE HOLDER. We also require the "Additional Insured Endorsement Page".** This form is typically a CG2010, CG2012 or a blanket form. Also, we require a certificate showing Workmen's Compensation insurance. If you are self-employed, please provide a letter on your letterhead stating that you are not required to carry Workmen's Compensation.

## **Bond**

All contractors shall execute and file a \$10,000 Surety Bond with the Community Development Department in the form approved by the Village of Villa Park for surety bonds. (A copy or fax is acceptable to issue the permit, but the original must be signed and mailed to Village of Villa Park).

## **License**

All General Contractors must be registered in the Village of Villa Park. The fee for such a registration is \$75. This registration is good for one year from the date of issue.