



VILLAGE OF VILLA PARK
Villa Park Recreation Center
320 E. Wildwood Ave
Villa Park, IL 60181

Special Meeting

Village Board of Trustees - Committee of the Whole

January 12, 2026

6:00 PM

Village President Kevin Patrick

Village Clerk Rolf Laukant

Village Trustees Cari Alfano, Jorge Cordova, Tina Konstatos, Jack Kozar, Deepa Kumar and Khalid Sabri

Public participation is invited. When called upon, please approach the microphone and state your name. Kindly limit your remarks to 3 minutes.

- 1. Call to Order - Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion**
 - a. Discussion on the process to obtain a Permit.
- 4. Public Comments**
- 5. Adjournment**

January 12, 2026

**Committee of the Whole
Permitting**



Why Have Required Permits?

- “To provide a reasonable level of safety, health, and general welfare through affordability, structural strength, means of egress, stability, sanitation, light and ventilation, energy conservation, and safety to life and property from fire and other hazards and to provide a reasonable level of safety to firefighters and emergency responders during emergency operations.” 2021 IRC
- Ensure that all construction meets the minimum construction standards
- Protect homeowners against negligent contractors
- Protect the Village utility infrastructure
- Requirements per external agencies (EPA, DuPage County, IDOT, Salt Creek Sanitary District, etc.)

What Requires a Permit?

- Construction of any structure
- Demolition
- Remodeling projects
- Adding, replacing, or relocating plumbing fixtures, electrical, or HVAC systems
- Water heaters, generators, solar panels
- Removing, moving or building new walls
- Building exterior structures such as pergolas, gazebos, sheds, etc.
- Changes to grades on your property
- Sewer and water infrastructure
- Any work within the right-of-way
- Please call us with any projects you are planning and we can confirm whether a permit is needed

What Codes apply to permits?

- 2021 International Building Code with local amendments covering:
 - Building
 - Mechanical
 - Fuel Gas
 - Residential
 - Property Maintenance
 - Fire
 - Swimming Pool & Spa
 - Existing Building
- 2020 National Electrical Code
- 2018 Illinois Accessibility Code
- 2014 Illinois State Plumbing Code
- 2021 Illinois Energy Conservation Code
- DuPage County Countywide Stormwater & Flood Plain Ordinance with additional local amendments

- Right-of-way and fill permits are governed by Villa Park permit requirements
- Villa Park Zoning Ordinance

What Does Not Require a Permit?

- Painting
- Landscaping (not including irrigation or grade changes)
- Landscape retaining walls (under 36 inches in height)
- Flooring
- Doors (if no change in size or location)
- Appliance installation (if no change in service or removal/change of plumbing)
- Tree removal on private property
- Swing set, playhouses or treehouses

Can I Get Any Permits the Same Day?

- Yes! The following are all issued at the time of application:
 - Roof
 - Windows if the same size as existing windows
 - Water Heater
 - Furnace
- Other permits typically have a 10-15 business day turn-around time
 - Length of review depends on whether all information is included by the applicant on original submittal and the volume of permits to review at that time

What About Emergency Permits?

- Water, sewer, and furnace repairs could be considered emergencies
- A/C is not considered an emergency repair, however, we try to approve those within 24 hours (if there are special circumstances please give us a call!)
- We do permit work to start outside of business hours for the above types of emergency work
- Permits need to be applied for:
 - Next business day for furnace and hot water heaters
 - Within 48 hours for water service and sewer repair
- Inspections are still required

How Much Do Permits Cost?

Type of Permit	Cost
Residential (New or Addition of Finished Space)	\$1.50 per gross sq. ft. (\$600 minimum)
Residential (New or Addition of Unfinished Space)	\$.50 per gross sq. ft. (\$200 minimum)
Residential (Alteration or Remodel of Finished Space)	\$1.00 per gross sq. ft. (\$400 minimum)
Non-Residential (New or Addition of Finished Space)	\$2.50 per gross sq. ft. (\$1,000 minimum)
Non-Residential (New or Addition Unfinished Space/Shell)	\$1.00 per gross sq. ft. (\$300 minimum)
Non-Residential (Alteration or Remodel Finished Space)	\$1.50 per gross sq. ft. (\$700 minimum)

How Much Do Permits Cost?

Type of Permit	Cost
Deck/Porch	\$250
Demolition:	
Interior Only	\$50
Accessory Structure	\$100
Principal Structure	\$500
Elevator	\$500
Fence	\$150
Fireplace	\$250
Fire Sprinklers, Alarms, and Equipment	\$250
Flatwork (Driveway, walkways, etc.)	\$250
Garage	\$300

How Much Do Permits Cost?

Type of Permit	Cost
Mechanical, Electrical, Plumbing, excluding:	\$250
A/C Condenser Replacement	\$150
Electrical Service Replacement	\$200
Furnace Replacement	\$150
Sewer Service Line Replacement	\$200
Water Heater Replacement	\$100
Water Service Line Replacement	\$200
Miscellaneous	\$250
Pergola/Gazebo	\$200
Radon Mitigation System	\$250
Roofing:	
Accessory Structure	\$25
Flat Roofs	\$500
Pitched Roof	\$150
Right-of-way	\$100
Shed	\$150

How Much Do Permits Cost?

Type of Permit	Cost
Siding:	
Accessory Structure	\$25
Principal Structure	\$100
Signs (each)	\$250
Storage Tanks	\$300
Structural	\$250
Swimming Pool and Spa:	
Above Ground	\$300
In Ground	\$500
Temporary Moving and Storage Containers	\$0
Window Replacement	\$100
Site Plan Review	\$100 minimum or 10% of stormwater permit fee
Stormwater permit	Varies depending on lot size
Right-of-Way permit	\$100
Right-of-Way Bond	Varies, \$1200 minimum

How Long Are Permits Valid For?

- 1 year from the date of issuance
- We can issue extensions if a project has started and has extenuating circumstances and a homeowner may need more time.
- If your permit will be expiring soon give us a call so we can discuss it with you!

- *When your permit is issued make sure you place it in your window or door so it is visible from the street or sidewalk!*

What is required to submit for a permit?

- Documentation depends on the type of the permit
- Most permits require an accurate and to scale Plat of Survey, site plan, description of work, estimate of the value of work being completed
- Other permits may require additional information – our permit portal will list the required documentation needed

What do contractors need to submit for registration?

- Plumbers need to submit a State 055 license
- Roofers need to submit a State roofing license
- Fire alarm contractors need to be licensed with the Illinois Department of Financial and Professional Regulation, National Institute for Certification in Engineering Technologies (NICET) certified
- Fire sprinkler contractors need to be licensed with the State Fire Marshal
- Radon mitigation Illinois Emergency Management Association (IEMA) license for active systems only

- Other contractors are not required to register

- *The Village cannot recommend contractors, however, we can provide a list of contractors who have done work in the Village over a certain timeframe requested. We always recommend contacting multiple contractors for estimates on proposed projects.*

When is an architectural/structural stamp required on plans?

- When changes to structural components of a residential home are proposed including:
 - Removal or changes to structural walls
 - Addition of bathrooms/fixtures in the residence
 - All additions
 - All new construction homes
- Projects on commercial/industrial properties that include:
 - Removal or changes to structural walls
 - Interior build-outs
 - New construction of any structure
 - All additions

When are bonds, insurance, and/or securities required?

- When work is done in the right-of-way insurance and bond are required
- Insurance requirements: \$1 million liability insurance naming the Village of Villa Park as the certificate holder, and as an additional insured, with an additional insured endorsement
- Bond: \$1,200 cash bond per street opening (typical for water and sewer permits) which is refundable after approved inspection on the permit
- Securities: typically required for larger developments for stormwater, erosion control, and work in the right-of-way. Amount vary based on engineer's estimate of value of work, staff will assist in amounts required.

When can you do construction work?

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

What inspections are needed for my permit?

- Please schedule inspections at least 24 hours in advance
- Inspections are scheduled on a first-come, first-serve basis

Permit Number
BP2025-0098

VILLAGE OF VILLA PARK
DU PAGE COUNTY, ILLINOIS
BUILDING PERMIT CARD
Residential New Construction - Single Dwelling



Issued: 04/18/2025 Expiration: 04/18/2026

Address:

Owner:

Stipulations: Village requires that at all plumbing inspection a licensed plumber must be on site.
Call for underground inspection.
Call for rough and final inspections
Call for rough inspection and have stack and pressure test ready for inspector at time of inspection.
Call for final inspection and have all work complete and all temperatures set at fixtures and ready for inspector.
All work subject to an onsite visit for a field approval.
The tub and shower shall be installed with approved backflow preventer or vacuum breaker. IL Plumbing code 890.1130
(f). Plumbing fixtures will be water sense compliant. Provide automatic safety mater device per IL state Plumbing code.
(Maximum setting of 115 degrees Fahrenheit) 2014 IL Plumbing code 890.690 b

Required Inspections:	Foundation Draintile	Rough Framing
Erosion Control	Pre-Pour Basement/Crawlspace	Rough Framing
Footing - Dwelling	Underground Water	Ice and Water Shield
Footing - Garage	Underground Sewer	Rough Driveway/Approach
Foundation Dwelling Wall	Rough Electrical Service	Pre-Pour Garage Slab
Foundation Garage Wall	Rough Electric	Insulation
Foundation Dampproof	Rough Mechanical	Pre-Pour Sidewalk
Foundation Backfill	Rough Plumbing	Final Framing

TO SCHEDULE INSPECTIONS PLEASE CALL THE VILLAGE AT (630) 433-4300.
ALL INSPECTIONS AND WATER SHUT-OFFS MUST BE SCHEDULED 24 HOURS IN ADVANCE.

Michelle Ham

Building Official

Construction Hours: Monday - Saturday 7am to 7pm, Sunday 8am to 6pm
PERMIT CARD MUST BE POSTED IN WINDOW OR OTHER EASILY VISIBLE LOCATION

What inspections are needed for the sale or transfer of title of my property?

- When selling or transferring title of any property an inflow and infiltration inspection (I & I inspection) is required
- Inspection looks for illegal discharges of stormwater into the sanitary sewer system (mandated by EPA), number of plumbing fixtures at the property, water service material, and all permit applications to be completed/closed
- Inspection costs \$50 (prepayment required) and is valid for 30 days
- Any violations found at inspection must be rectified within 180 days

How do you apply for a permit online?

The image shows a screenshot of the Villa Park, Illinois website. At the top, there is a navigation bar with the following links: GOVERNMENT, COMMUNITY, VILLAGE UPDATES, and HOW DO I... A search bar is located to the right of these links. Below the navigation bar is a large banner image of a pine tree covered in snow. Underneath the banner is a row of eight service icons, each with a label below it: Employment, Agendas & Minutes, Online Bill Pay, Police Department, Parks & Recreation, Public Works, Report a Concern, and Permits. The 'Permits' icon and label are highlighted with a red rectangular border. In the bottom left corner, there is a 'Select Language' dropdown menu.

in villapark.com

Create a Website Account - Manage notification subscriptions, save form progress and more. Website Sign In

VILLA PARK ILLINOIS

GOVERNMENT COMMUNITY VILLAGE UPDATES HOW DO I...

Search our site...

Employment Agendas & Minutes Online Bill Pay Police Department Parks & Recreation Public Works Report a Concern Permits

Select Language

How do you apply for a permit online?



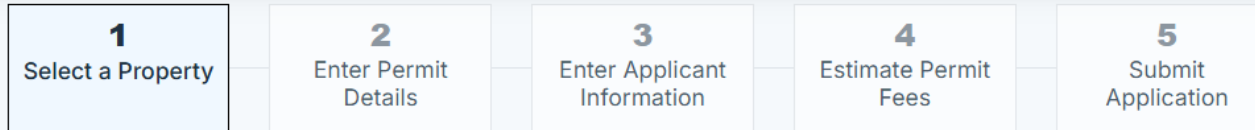
HOMEOWNERS:

Homeowners are recommended to create a BS&A Online Account, but not required. If you are creating an account, your account **MUST BE LINKED** by the Village of Villa Park. Please verify homeowner information when starting the permit application request. If owner information is not correct, please contact the Village of Villa Park Finance Department prior to proceeding with your online application for all Permits at (630) 834-8500.

CONTRACTORS/DESIGN PROFESSIONALS:

Contractors **MUST REGISTER** for a BS&A Online Account. If you are creating a new account or having an existing one, Village of Villa Park **MUST LINK** your Contractor name record or provide you with a Web Pin. Please [CLICK HERE](#) to create a new account. If you have an existing BS&A Online Account, you do not need to create a new one. The Village **MUST LINK** your current account with your unique PIN from the cities database.

IF YOU HAVE ANY QUESTIONS PLEASE CALL VILLAGE OF VILLA PARK PERMITTING DIVISION AT (630) 433-4300.



Search for a Property

If you are a **RESIDENT** applying for a Special Event permit, please select your personal address below. You will be asked to put the location of the Special Event on the fillable form.

If you are a **NON-RESIDENT** applying for a Special Event permit, please select the location of the Special Event below.

Address	Name	Parcel Number
20 s ardmore		

How do you apply for a permit online?

BS&A SOFTWARE Home Services Village of Villa Park Current

1 Select a Property

2 Enter Permit Details

3 Enter Applicant Information

4 Estimate Permit Fees

5 Submit Application



Search for a Property

If you a RESIDENT applying for a Special Event permit, please select your personal address below. You will be asked to put the location of the Special Event on the fillable form.

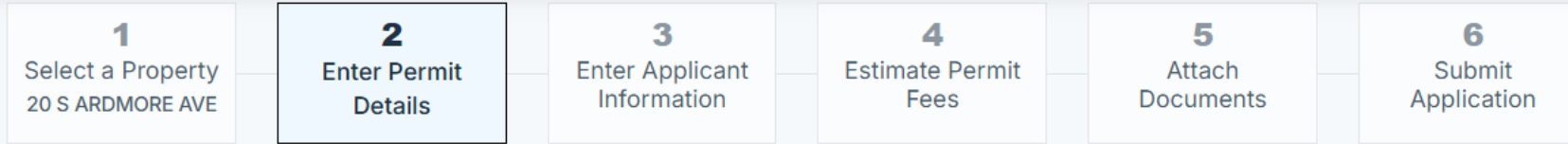
If you are a NON-RESIDENT applying for a Special Event permit, please select the location of the Special Event below.

Address	Name	Parcel Number
20 s ardmore		

5 results

	20 S ARDMORE AVE, VILLA PARK, IL 60181 06-09-203-010 VILLAGE OF VILLA PARK	Select Property →
	120 S ARDMORE AVE, VILLA PARK, IL 60181 06-09-212-023	

How do you apply for a permit online?



Enter Permit Details

If applying for a Sewer permit please call (630) 433-4300 to see if you are eligible for the Home Flood Prevention Program. The Village has initiated a Home Flood Prevention Reimbursement Program that is a subsidy program to help provide financial assistance to home owners in the Village interested in performing certain flood-prevention infrastructure projects that help prevent flooding in their home and serve to improve the Village's sanitary sewer system.

Permit Details

What type of project or event are you applying for?

Residential or Non-Residential?

Please describe the work to be done in detail *

Application Details

Construction Details

How do you apply for a permit online?

BS&A SOFTWARE Home Services Village of Villa Park Currently No

Permit Details

What type of project or event are you applying for?
Building

Residential or Non-Residential?
Non-Residential

Select the permit type for which you wish to apply
Flatwork

Please describe the work to be done in detail*
New parking lot

Application Details

Construction Details

Basic Usage
Commercial

Construction Value*
50000

Custom Fields

NO

will work be performed in a village street? if yes,...

NO

Q

How do you apply for a permit online?



property listed above" checkbox below to continue with your application.

Owner Information on File

If the information below is incorrect, please contact the municipality to resolve the issue.

Name VILLAGE OF VILLA PARK

Address 20 S ARDMORE AVE

I certify that I am the owner of the property listed above.

Contact Information

Name *
Michelle House

Phone Number *
(111) 111-1111

Email Address *
mhouse@invillapark.com

Confirm Email *
mhouse@invillapark.com

Additional People

No additional people have been added.

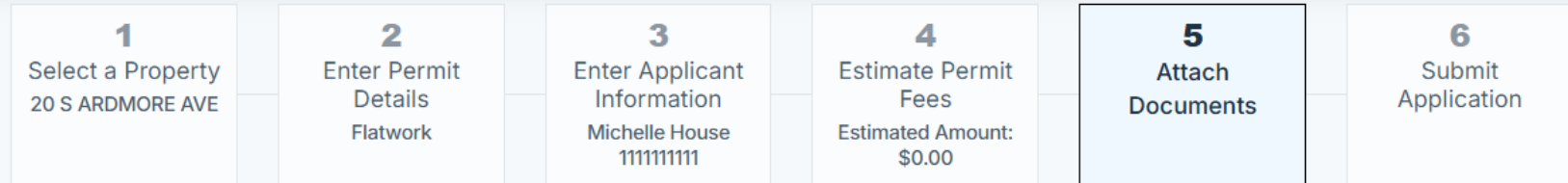
How do you apply for a permit online?



CONTRACTORS/DESIGN PROFESSIONALS:





Contractors **MUST REGISTER** for a BS&A Online Account. If you are creating a new account or having an existing one, Village of Villa Park **MUST LINK** your Contractor name record or provide you with a Web Pin. Please [CLICK HERE](#) to create a new account. If you have an existing BS&A Online Account, you do not need to create a new one. The Village **MUST LINK** your current account with your unique PIN from the cities database.

IF YOU HAVE ANY QUESTIONS PLEASE CALL VILLAGE OF VILLA PARK PERMITTING DIVISION AT (630) 433-4300.



Attach Documents

Add Document

Document Title	Condition	Description	File Name
Owner Signed Contract	Required		 <input type="button" value="Attach File"/>
Site Plan	Required		 <input type="button" value="Attach File"/>
Engineering Plan Set	Optional		 <input type="button" value="Attach File"/>
Plat of Survey	Required		 <input type="button" value="Attach File"/>

Next →

How do you apply for a permit online?

BS&A Home Services Village of Villa Park

Permit Application Summary

Property and Application Details

Property Address	20 S ARDMORE AVE	Permit Type	Flatwork
Parcel Number	06-09-203-010	Owner Name	VILLAGE OF VILLA PARK
Work Description	New parking lot	Project	No Data to Display

Contact Information

Contact	Michelle House	Email	mhouse@invillapark.com
Phone	1111111111		

Estimated Fees

Fee Description	Quantity	Total Fee
No fee items selected.		
Administrative Fees		
No additional fees found.		
Total Estimated Fees		\$0.00

Attached Documents

How do you apply for a permit online?

BS&A Home Services Village of Villa Park Curre

Estimated Fees

Fee Description	Quantity	Total Fee
No fee items selected.		
Administrative Fees		
No additional fees found.		
Total Estimated Fees		\$0.00

Attached Documents

Document Title	Description	File Name	
Owner Signed Contract		Sample Document.docx	View File
Site Plan		Sample Document.docx	View File
Plat of Survey		Sample Document.docx	View File

Submit →

How do you apply for a permit online?

✓ Application Submitted Successfully

Your application is awaiting review by Building Department staff.

Application Date	01/07/2026
Application Type	Flatwork
Email Address	mhouse@invillapark.com
Address	20 S ARDMORE AVE
Parcel Number	06-09-203-010
Total Estimated Fees	\$0.00

Apply for another permit:

On Same Property


On A Different Property

How do you apply for a permit online?

Flatwork Permit Application with VILLAGE OF VILLA PARK Submitted



VILLAGE OF VILLA PARK - Community Development <noreply@bsacloud.com>

To  House, Michelle



Wed 1/7/2026 11:40 AM

CAUTION: This email originated from outside **The Village of Villa Park** email system. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Your Flatwork permit application has been submitted. Your application is awaiting review by building department staff. [View Permit Application](#)

Address: 20 S ARDMORE AVE
Parcel Number: 06-09-203-010

Please Contact Us!

- We are happy to help you!!
- Email: permits@invillapark.com
- Phone: (630) 433-4300

January 12, 2026

**Committee of the Whole
Permitting**

Villa Park

THE GARDEN VILLAGE