

# Demolition Permit Submittal, Notice and Process Requirements

(Single Family or Other Principal Structure)



## SUBMITTAL REQUIREMENTS

The applicant must submit ALL required documentation to the Community Development Department as one submittal. Partial submittals will not be accepted. Permit Application submittals accepted daily before 4:00pm.

- \_\_\_ 1 copy 1. **Building Permit Application**  
The same form may be used for the reconstruction building permit if filed simultaneously.
- \_\_\_ 1 copy 2. **Cost Recovery Form**
- \_\_\_ 4 copies 3. **Detailed Grading Plan**  
Signed and sealed by a Professional Engineer and folded to no larger than 9" x 12". The Grading Plan can be used for the reconstruction building permit application if filed simultaneously. The plan must include details from the far side of the right-of-way and the closest 20' of all adjacent properties. The plan must include, but not limited to:
  - a) All existing utilities and easements and locations of proposed utilities;
  - b) Location, setbacks, and top of foundation elevation of existing residences, proposed residence, and adjacent residences;
  - c) Existing and proposed 1 foot grade contour lines on subject property and adjacent properties;
  - d) All public parkway trees of any size and private trees with trunks of 4 inches or more in diameter;
  - e) Required soil erosion and sedimentation control features;
  - f) Existing and proposed ingress/egress (driveway), including temporary construction entrance;
  - g) Construction fencing on public and private property; and
  - h) Type, size, and location of all culverts, fences, accessory structures, and sidewalks
- \_\_\_ 2 copies 4. **Stormwater Calculations**  
Signed and prepared by a Professional Engineer; providing the rainfall, existing and proposed stormwater run-off calculations, and method of analysis. Use the NRCS TR-20 or TR-55 method of analysis only.
- \_\_\_ 1 copy 5. **DuPage County Stormwater Management Permit Application**  
Complete carbonized DuPage County Stormwater Management Permit application. Submittal of the stormwater permit application authorizes Village representatives to enter the property to inspect and/or complete any required stormwater and erosion control measures and to use any performance security designated for that purpose.
- \_\_\_ 2 copies 6. **Soil Erosion and Sedimentation Control Cost Estimate** (if applicable)
- \_\_\_ 1 copy 7. **Notice to Adjoining Property Owners**  
Applicant must obtain names and addresses of all adjoining property owners and mail the attached letter, certified mail, return receipt requested, at least three weeks prior to the planned demolition date. A copy of the completed letter and all white mailing receipts shall be submitted to the Village With the demolition permit application.
- \_\_\_ 1 copy 8. **Demolition Terms and Conditions Certificate**
- \_\_\_ 9. **Plan Review Deposit:** \$500.00 for demolition only.

## DEMOLITION NOTICE REQUIREMENTS

Prior to the Village issuing a DEMOLITION NOTICE, the following shall be submitted:

- \_\_\_ 10. **Proof of Insurance**  
The applicant (and demolition contractor, if not the same) shall supply a Certificate of Insurance from an "A" rated insurance company (rating by A.M. Best) of an amount no less than \$1,000,000 to

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protect and to provide full payment to the Village or other affected persons in the event of damage to their property/facilities. Failure of the Village to anticipate the said damages shall not relieve the applicant of his obligation to compensate for said damages as required under Section 21.9C. The Village shall be listed under the Endorsements as "Additional Insured" on an original Certificate of Insurance. The Applicant and the Applicant's Insurance Company both agree that the Village will be supplied with a copy of the Endorsements of the insurance policy and/or the Insurance Policy itself within 15 days of receipt of such a written request for said endorsements/policy from an Officer of the Village. Proof of Insurance must be maintained from DEMOLITION NOTICE application to issuance of a final CERTIFICATE OF OCCUPANCY of any new residence.

11. **Surety Bond**

A surety bond of a minimum of \$10,000.00 shall be supplied to the Village by the Applicant and shall remain in full force and effect throughout the entire project from Demolition to Final Certificate of Occupancy. (The demolition contractor who leaves after the initial phase of the project shall not be considered to be the Applicant as it relates to Section 21.9C). The bond will be held by the Village to assure that money is available for settlement in the event that Village property is physically damaged. A current Surety Bond must be maintained at from DEMOLITION NOTICE application to issuance of a final CERTIFICATE OF OCCUPANCY of any new residence

11. **Parkway/Street/Right-Of-Way (R-O-W) Opening Permit**

If work is to be done in the parkway (connect or disconnect water or sewer, new driveway, etc.) a permit fee and construction deposit are required. (See attached application and Section "D" for details.)

- a) Information regarding the disconnection and connection of the utilities and location of a new driveway must be provided on the DETAILED GRADING PLAN.
- b) A letter, from the contractor or utility company who disconnects the utility, indicating that proper disconnection has been done must be submitted to the Village prior to issuance of the demolition permit.

12. **DEMOLITION FEES:**

- a. **Demolition Fee:** \$2,158.70
- b. **R.O.W Protection Construction Deposit (Cash Bond):** \$2,000.00  
Contractor and all Subcontractors and Suppliers must protect the roadway edges and surfaces and drainage of public roads, Village parkway trees, Village sidewalks, Village water mains, Flagg Creek Water Reclamation District sewers; gas, telecommunications, and electric facilities.
- c. **R.O.W Opening Fee:** \$162.10 (initial opening) + \$49.00 (each additional opening at same site)
- d. **Demolition Site Signs:** 70.00

## DEMOLITION PERMIT ISSUANCE

Prior to the issuance of a DEMOLITION PERMIT, the following shall be submitted:

1. **Demolition Notice**

The applicant must post the demolition notice sign in a visible location on the subject property for at least 48 hours before the Demolition Permit can be issued or work of any kind can be started.

2. **Required Fencing**

Install and maintain construction-protective fencing around entire site of demolition/construction and around Village owned parkway to protect the parkway from heavy machinery during all work, including underground work. The fencing around the site must be six feet ((6') tall, chainlink, with a locking gate. Install erosion control fencing around entire site of demolition/construction during all

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work and until vegetation is reestablished. The fencing cannot be removed, relocated or altered in any way, once approved by the Village

— 3. **Disconnection of Utilities**

A qualified contractor or the Utility Company must DISCONNECT all of the utilities that are connected to the structure. Disconnections for water can be completed on a temporary basis if approved by the Village Water Department, but final disconnection at the main must be accomplished before final completion of the project. This must be witnessed, inspected and approved by authorized Water Department Personnel of the Village.

— 4. **Sanitary Disconnection Letter**

Provide either a LETTER approving the disconnection of the sanitary sewer service or a SANITARY CONNECTION PERMIT from the Flagg Creek Water Reclamation District

— 5. **Utility Disconnect Statement**

Submit a WRITTEN STATEMENT testifying that the utilities have been properly disconnected and that the required signs and erosion control and construction safety fences, as per Section 21.9C, have been installed.

**NOTE: WHEN DISCONNECTING THE WATER SERVICE, ELECTRIC LINES, CABLE T.V. LINES, FLAGG CREEK WATER RECLAMATION DISTRICT (FCWRD) SERVICE, GAS LINES, TELEPHONE LINES, ALL PARKWAY TREES, EXISTING DRAINAGE WAYS, STREETS, SIDEWALKS, AND PARKWAYS MUST BE PROTECTED.**

— 6. **Construction Ingress/Egress to Site**

Wherever possible the existing driveway must be used for ingress and egress. Otherwise, install a culvert pipe in the ditch in the approved location and cover with stone. This protects underground utilities and reduces the depositing of mud on streets from vehicles leaving the site.

- a. Information regarding the location of construction ingress/egress must be provided on the DETAILED GRADING PLAN.
- b. The horizontal clearance from ingress/egress to parkway trees must be a minimum of 10 feet. If vertical clearance is required, contact the Village Forester in Public Works before trimming parkway tree to avoid damaging it with heavy equipment.

— 7. **Detailed Grading Plan Approval**

Village Approval of the Detailed Grading Plan and Erosion And Sedimentation Control features. Call the Community Development Department in advance for the field inspection.

## POST-DEMOLITION PROCEDURES

— 1. **Village Notification**

Notify the Village of the completion of the demolition and the restoration of the site and public improvements and parkway.

— 2. **Demolition without Reconstruction**

If the construction halts and only the lot remains, the bonds and insurance will only be released following the completion of grading, soil compacting and the establishment of a successful stand of erosion controlling vegetation. As long as the backfill has potential for substantial settling, the bonds will be retained. If the applicant is NOT building a new residence or structure, then provide a WRITTEN REQUEST for the release of the R-O-W Facility Protection Bond. The process for inspection of the premises involves the Public Works Department and Community Development Department. After approval of the inspection of the premises, the Village Board, who meet twice a month, grants final approval of the release of the cash bond.

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### 3. Demolition with Reconstruction

If a new residence or structure will be built immediately after the demolition of the existing residence, a completed BUILDING PERMIT APPLICATION and three (3) sets of ARCHITECTURAL PLANS must be submitted. The Insurance and Bond required by Section 21.9C will be credited toward the building permit requirements and will be retained until the Final Certificate of Occupancy is issued by the Village. If the demolition contractor is separate from the general contractor for the new building, separate insurance certificates will be required for the demolition contractor and the general contractor.

### RELATED DOCUMENTS AND RESOURCES

- Demolition Terms and Conditions Certificate
- Notice of Proposed Demolition on Adjoining Property
- Village Website [www.clarendonhills.us](http://www.clarendonhills.us)
- Village Building Permits & Business Licenses [www.clarendonhills.us/cdforms.cfm](http://www.clarendonhills.us/cdforms.cfm)
- Village Building Codes & Amendments [www.clarendonhills.us/buildingcodes.cfm](http://www.clarendonhills.us/buildingcodes.cfm)
- Village Municipal Code [http://www.sterlingcodifiers.com/codebook/index.php?book\\_id=948](http://www.sterlingcodifiers.com/codebook/index.php?book_id=948)
- Contractor License Application <http://www.clarendonhills.us/CDForms.cfm>

# Demolition Terms and Conditions Certification

(Must be submitted as part of initial request for a demolition permit)

**DP**

As the Applicant, General Contractor, Owner, or Individual/Corporation in responsible charge of this project at \_\_\_\_\_ in the Village of Clarendon Hills, I/we have read, understand, and agree to uphold the terms and conditions outlined within this summary documentation. I also agree that if for some reason I do not remain in responsible charge of this project, I will notify the Village of this fact so that the Village can obtain the necessary permits, licenses, insurance and bonds from the individual/corporation that assumes the responsibility for the completion of the project.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company/Corporation Name**

\_\_\_\_\_  
**Notary Public Signature:**

**Notary Seal**

# Notice of Proposed Demolition on Adjoining Property

(Must be submitted as part of initial request for a demolition permit)

# DP

Date: \_\_\_\_\_

Subject: Property located at \_\_\_\_\_, Clarendon Hills, Illinois

Dear Sir or Madam:

Pursuant to Village of Clarendon Hills Requirements, notice is hereby provided that the undersigned is requesting a permit to demolish,  with /  without reconstruction (check one), a building or structure described as follows: \_\_\_\_\_ and is located at the above referenced address.

**The applicant for the demolition permit is:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

The estimated date of demolition (pending approval by the Village of Clarendon Hills) is \_\_\_\_\_.

Please feel free to call the applicant if you have any questions about the proposal. A copy of the proposed site grading plan is on file at the Building Department at Village Hall, 1 N. Prospect Avenue, Clarendon Hills, Illinois 60514 (phone (630) 286-5410). Please note that violations of construction rules should be reported to this number during regular office hours (9:00 a.m. to 5:00 p.m., Monday through Friday). During other hours, please call the Police emergency number (911).

Sincerely,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_