



## DEMOLITION

A permit is required for the demolition of both principle and accessory structures.

### SUBMITTAL DOCUMENTS:

- 1) Completed permit application. If application is submitted by someone other than the property owner, signed authorization by the property owner must be provided at time of application.
- 2) Plat of Survey (3 copies) showing the location and dimensions of all structures, identifying the ones to be demolished, and the ones to remain.

### REQUIREMENTS:

- 1) It is the responsibility of the owner/contractor to arrange to have the underground utilities located before any excavation or demolition. The number for J.U.L.I.E. is 800.892.0123. J.U.L.I.E. requires 48 hours notice before digging.
- 2) The permit fee for demolition is as follows:
  - \$ 70.00 for the principle structure
  - \$ 30.00 for any accessory structure
  - \$ 250.00 for the building bondThe building bond is refundable upon completion of the demolition and approval of the final inspection. All fees and bonds must be paid prior to permit issuance. No work shall begin without a permit. If work begins without a permit, permit fees may be doubled.
- 3) It takes approximately one week to process permit applications and issue the permit. You will be called when the permit is ready to be picked up.
- 4) All utilities must be turned off and disconnected to make the site safe for the demolition.
- 5) The site must be fenced with orange construction fence around the excavation site.
- 6) All demolition work should be completed within 72 hours; if more time is needed, you must contact the Building Department at 630.393.9050 with such information.
- 7) All demolition debris must be removed from the site.
- 8) Basement excavation must be filled in and graded for public safety.
- 9) If the structure to be demolished is connected to city sewer or city water, it must be disconnected and capped at the property line and an inspection must be done at such time. Please call 630.393.9050 to set up the inspection.
- 10) If there is a well, it must be capped and inspected by the DuPage County Health Department. If there is a septic field and tank, it must be crushed, filled, and inspected by the DuPage County Health Department. The City requires a copy of the County final approval for the well and/or septic.
- 11) All disturbed area must be re-graded and seeded to prevent erosion before the building bond will be released.

12) It is the responsibility of the owner/contractor upon completion of all the requirements listed, to call and arrange for a final inspection with the Building Department at 630.393.9050.

Things to consider when hiring and working with contractor(s)...

When hiring a contractor it is a good idea to get a written estimate that includes the specific work to be performed, the time frame involved, and your cost.

When making a payment request a detailed receipt of the work and materials you are paying for.

It is also a good idea to request a waiver of lien in consideration for final and full payment. A final waiver of lien waives and releases the contractor's right to claim a lien for labor, services, or materials, furnished for the project.

Issuance of a permit does not exempt you from the rules and regulations of your Home Owners Association (HOA). If your HOA requires you to have their approval prior to filing for a permit and you have not done so, please contact them immediately before commencing work on this project.

[Application for Construction or use - Demo.pdf](#)

*- This pamphlet is to be used as a guide only.*

*There may be certain specific special requirements not indicated in this pamphlet. -*