



## STRUCTURE DEMOLITION PERMIT PROCEDURES

**Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Description of Structure(s):** \_\_\_\_\_

- 1. A separate "**Water Service Disconnect**" Permit must be obtained to disconnect the existing water service from the structure prior to the issuance of a Demo Permit. Upon approval of the water service disconnection by the Willowbrook Public Works Department, further consideration will be made to approve the 'full' Demolition Permit.
- 2. Provide the Building Dept. with an Affidavit (Notarized documentation) stating that there are "No Hazardous Materials are Present"; or if abatement is necessary: Provide documentation for proposed [appropriate] Licensed Abatement Company. (Whereas before demolition is approved/allowed, forward documentation stating essentially that "All Hazardous Materials have been Abated No Hazardous Materials are present")
- 3. **After Permit Approval**, The Village of Willowbrook Municipal Services Department (MSD), must be notified a minimum of 48 hours in advance of the actual demolition taking place. Please call: (630) 920-2240 to schedule a '**Day of Pre-Demo Inspection before** starting **any** demolition work. (Provide an affidavit stating structure(s) are \*"Safe to Demolish")  
\* Safe to Demolish: No hazardous materials, no human beings, no domesticated animals, etc. present.
- 4. Submittal of the following information is required:
  - a. A completed General Permit Application (Separate 2 Page Document)
  - b. Plat of Survey (minimum 2 identical copies required) indicating:
    - i. The building(s) to be demolished (typically highlighted)
    - ii. A brief description of the structure(s) (use red/black ink)
    - iii. The 'approximate' date/range of demolition (use red/black ink)
    - iv. The location of the required:
      - 1. Erosion control / silt fencing (indicated by a **green dashed line**, see #11)
      - 2. Temporary construction fencing (indicated by **red dashed line**, see #12)
    - v. If applicable (typically highlighted):
      - 1. All underground Wells (see #9):
      - 2. All underground storage facilities: septic, oil, etc. (see #10)
- 5. All adjacent property owners (physically attached/land locked, and across the street) must be notified in writing; and such letter shall include the approximate date/range and the location/address of the proposed demolition. Submit a copy of that letter to the Village of Willowbrook including all addresses and dates of properties that were notified.
- 6. The Village of Willowbrook's Building Official must be notified in writing of the location/address and approximate date/range of the proposed demolition. Hard copy letter via standard mail or an e-mail accepted: [bzadmin@willowbrook.il.us](mailto:bzadmin@willowbrook.il.us)
- 7. All affected utilities, (e.g. ComEd, NICOR, Telecoms, etc.) must be notified in writing of the time, date and location of the proposed demolition. A demolition permit will **not** be issued until copies of this written notification to all affected utilities are provided including/indicating the name of the contact person. Submit documentation stating that the said utility has been "disconnected" directly to the Village Willowbrook.
- 8. The appropriate Sanitary District (Flagg Creek (630) 323-3299/DuPage County (630) 407-6809) must be contacted to inspect the sanitary sewer tap disconnect in advance of the actual demolition. Submit documentation stating that the said utility has been "disconnected" directly to the Village Willowbrook.
- 9. If the well on the property is to be abandoned, it must be sealed under the supervision of the DuPage County Health Department (DPCHD), phone #: (630) 682-7400. A well seal affidavit must be submitted to the Village of Willowbrook at time of Demo Permit application. The DPCHD must be notified in writing of the time, date and location of the proposed demolition.

- 10. All underground storage facilities must be pumped, excavated and removed. This includes septic and fuel tanks (indicate proposed removal methods on Plat). (If underground storage facilities were present: Provide affidavit stating removal completed.)
- 11. The premises must be maintained from all unsafe or hazardous conditions by the proper regulation of the lot and restoration of established grades, including backfilling the foundation of any structure demolished. All necessary **Soil Erosion Control** measures shall be implemented beyond any all soil disturbances. (All control measures / types must be indicated and installed/located on the property.) (Note: Recommended at the outside of the Construction Fence)
- 12. A **Temporary Construction Fence** (excavation protection, open building and debris barrier) must be installed at the outer perimeter of the existing and/or proposed structure (allowing for room to operate machinery), & gated at the point of entry. The fence will secure the area of proposed work, and control the scattering and blowing of debris during demolition / construction. (All fences must be described, indicated and installed/located on the property.)
- 13. When # 11 & 12 above are completed contact the Bldg. Dept. at (630) 920-2240 to schedule an **Erosion Control/Temporary Fence Inspection** to verify proper installation. All fences must be installed/located on the property. A minimum of 48 hours in advance notice is required. **(This Inspection is 'Required' for Demo Permit Approval)**
- 14. \* A \$10,000 Surety Bond.
- 15. \* A \$20,000 Wrecking Bond. This bond shall keep and save harmless the Village against any loss, cost, damage expense, judgment, or liability or any kind whatsoever which the Village may suffer, or which may accrue against, be charged to or recovered from the Village, or any of its officials, officers, employees, agents, agencies or department, from or by reason of any such wrecking operations, and from or by reason or on account of anything done under or by virtue of any permit granted for any such wrecking operations.
- 16. \* A valid Certificate of Insurance (COI) stating the proper types and amounts of insurance. On the COI, the Village of Willowbrook, 835 Midway Dr., Willowbrook, IL 60527, shall be named as the Certificate Holder. The COI shall also state that the Village of Willowbrook, its officers, officials, employees, agents, agencies and departments are named as additional insured's. This COI shall be approved/accepted by Village staff.
- 17. Notwithstanding the above, there must be conformance with all applicable Village of Willowbrook Codes. Please note that the ICC family of Building Codes have been adopted by reference by the Village of Willowbrook.
- 18. Notwithstanding the above, there must be conformance with all Federal, State, County and Village regulations.

• IN THE ABOVE BOXES, PLEASE PLACE THE FOLLOWING SYMBOLS / LEGEND:

- “X” IF ‘SUBMITTED’;
- “√” TO ‘ACKNOWLEDGE REQUIREMENT’;
- “IP” IF ‘IN PROGRESS’
- “NA” IF ‘NOT APPLICABLE’

- **A DEMOLITION PERMIT WILL NOT BE ISSUED UNTIL ALL OF THE ITEMS ON THIS CHECKLIST HAVE BEEN ADDRESSED**

- **\* ALL BONDS & CERTIFICATES OF INSURANCE MUST BE FURNISHED BY THE CONTRACTOR "PERFORMING THE WORK" (#'s 14-16)**

**• SUBMIT THIS COMPLETED FORM WITH COMPLETED PERMIT APPLICATION**

- ALL THE ABOVE DOCUMENTATION SHALL BE SUBMITTED UNDER ONE COVER CLEARLY IDENTIFYING THE PROJECT BY ADDRESS; NOTE THAT SUBMITTING DOCUMENTS PIECEMEAL & WITHOUT A PROJECT IDENTIFIER CAN & WILL CREATE DELAYS

**• SIGNEE(S) UNDERSTAND ALL THE REQUIREMENTS OF THIS CHECKLIST**

X \_\_\_\_\_ X \_\_\_\_\_ / /  
**Property Owner's Signature** **Print** **Dated**

X \_\_\_\_\_ X \_\_\_\_\_ / /  
**General/Demo. Contractor Signature** **Print** **Dated**