

## Community Development Department

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## Demolition Permit Process

The Village of Palos Park Community Development Department has created this customer information packet to inform the general public about the effect of codes and regulations on their projects. These documents are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult Village of Palos Park Community Development Department staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

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### Obtaining a Permit

In order to obtain a permit for demolition, customers must provide the following information. A detailed explanation of each is provided later in this document. Incomplete submittals will not be accepted.

1. **Pre-application meeting**
2. **Fees at time of Application**
3. **Cook County Demolition Permit**
  - o Submitted Electronically at <https://espay.cookcountyil.gov/DesWebPortal/#/demolition>
4. **Building Permit Application**
  - o Proof of ownership
  - o Bonds
  - o Survey
  - o Cost Recovery Form
  - o Required Plans (Tree Plan & Construction Conduct Plan & Grading Plan etc)
  - o Construction Conduct Acknowledgement Form
  - o Notice Letters
5. **Register Contractors**
6. **Inspections List**
7. **Utility Disconnection Forms**
8. **Miscellaneous**
9. **Fees Paid**
10. **Building Permit Issued for Demolition & Tree Permit**

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### The Village has adopted the following codes:

- 2012 International Energy Conservation Code
- 2012 International Building Code
- 2012 International Residential Code
- 2011 National Electrical Code
- 2012 International Mechanical Code
- Illinois Plumbing Code
- 2006 NFPA#1 Uniform Fire Code
- 2006 NFPA #101 Life Safety Code with Amendment Chapter 24, Section 24.3.5.1
- Village of Palos Park Code of Ordinances

Applications and forms are available via the Department website at:

<http://www.palospark.org/333/Applications-Forms>

## **1. PRE-APPLICATION MEETING**

A pre-submittal meeting is suggested before starting demolition. At this meeting, staff will provide an overview of the whole process, answer questions, check zoning and other regulations. To have an application reviewed and approved in a timely manner, it is critical to have all forms completed and submitted along with other necessary materials at the time of submitting an application for review. Review of applications will not begin until customers/contractors have submitted all required materials. To schedule a pre-submittal meeting, please call: 708-671-3730.

## **2. FEES AT THE TIME OF APPLICATION.**

If applicable, there is a \$500 non-refundable Grading Engineering Review fee.

If a grading plan is required, there will be additional plan review fees associated with the review of the project. This fee will be added to the total fees for the Permit Application. If the project does not move forward, the Village of Palos Park will send out a bill for any additional plan review fees that were not paid

## **3. COOK COUNTY DEMOLITION PERMIT**

**Copies of the Cook County Demolition Permit and the asbestos report are required for demolitions.**

A permit is required by the County of Cook to regulate asbestos removal and disposal, renovation or demolition for compliance with asbestos/hazardous material regulations. Contractors/owners are required to obtain a permit from the Department prior to asbestos removal or demolition. If the County determines that no permit is needed, then a Letter from the Commissioner needs to be submitted to the Village (*See attached forms and information*).

<http://www.cookcountyil.gov/service/demolition-permitting>.

## **4. BUILDING PERMIT APPLICATION**

The Building Permit Application identifies the scope of work, project valuation, property information, property owner, applicant, and other contact information. This form is required for all demolition permits and must be fully completed. Please be sure to verify that all contact information; names, addresses and telephone numbers are accurate. If an address has not been established, you must contact the Community Development Department at 708-671-3730 for address assignment. Incomplete applications will not be accepted.

### **a. Proof of Ownership**

A deed or title report.

### **b. Required Bonds**

i. **\$1,000 Demolition Cash Bond**

ii. **\$3,500 Right of Way Cash bond**

A \$3,500 Right-of-Way (ROW) Bond is required at the time of permit per Section 1444.11 of the Village Code. The purpose of these requirements is to make sure that any damages to the street or Right-of-Way such as cracked pavement, rutted swales, or smashed culverts that occur during the construction process are repaired in a timely manner. No material, construction vehicles or equipment shall be stored in the ROW. Any damage compromising public safety must be repaired immediately. Any cost incurred by the Village for any actions necessitated by the failure of the contractor to protect persons, property or things on the site of, or adjacent to, or in connection with the demolition operation shall be recoverable from the bond. If there is no damage the bond can be refunded. After the permitted construction is completed and the final construction inspections have been approved, the Owner or Contractor calls the Community Development Department for a Right-of-Way inspection. The Public Works Department then makes an inspection and determines if there is any damage. If repairs are needed, the Village will contact the Owner or Contractor with information on how and when the contractor should make the repairs. Upon finishing the repairs, the Contractor calls for another inspection. When the repair work is approved, the Village issues a check to the Owner or Contractor refunding the ROW Bond, which usually takes 3-4 weeks. If the repairs are not completed by the Contractor, the Village can use the ROW Bond to complete the repairs and invoice the Owner to pay costs above \$3,500, if any.

A \$1,000 Demolition Bond is required at the time of permit per Section 1444.15 of the Village Code. The purpose of this requirement is to make sure that removal of buildings and other structures and the restoration of the site is completed as planned in a timely manner. The Owner or Contractor should call one business day before demolition starts, so the Inspector can witness the demolition. After the demolition is completed, the Owner or Contractor contacts the Village for the pre-backfill inspection. When the inspected work is approved, the backfill is expected to be completed the same day and final grading and debris removal completed the next day and the construction fences can then be removed. The Community Development Department can authorized continuations for weather or other valid reasons. The silt fence and any other erosion controls remain until the site is stabilized with sod or seed and the Community Development Department approves removing the silt fence and any other erosion controls. Once all this is completed, then the Village issues a check to the Owner or Contractor refunding the Demolition Bond, which usually takes 3-4 weeks. If the demolition work is not completed as planned or when due, the Village can withhold the Demolition Bond and use it to complete the demolition work and invoice the Owner to pay costs above the Bond amount, if any.

### **c. Current Plat of Survey (3 copies)**

A plat of survey is a drawing that represents a single property that has been surveyed in the field and certified by an Illinois licensed land surveyor. This plat shows all property lines and existing structures on an individual residential lot. Everything on the plat must be drawn to-scale. A plat of survey must include the legal description and show structures to be removed, well, septic tank and fuel tank on the property.

### **d. Cost Recovery Form**

In addition to the application fee, costs incurred for third party services and/or costs pertaining to appearances before Village Boards will be billed to the applicant/petitioner and invoiced by the Village as outlined in the attached Ordinance from the Village Code Chapter 208.01-208.04—Cost Recovery (*See attached form*).

### **e. Required Plans (3 copies + Digital)**

Three (3) sets are required to be submitted. Digital (electronic) plans should be submitted in AutoCAD (.dwg) or Adobe (.pdf) format. These working drawings are used to provide the plan reviewer with information on a proposed project. The department may require additional drawings, details, sections, or stamped engineered calculations and/or details for any building or site.

### **1. Tree Plan/Permit & Construction Conduct Plan & Grading Plan, (3 copies)**

The Village requires protection fencing around trees to be saved and replacement of the trees removed or fee in lieu of replacement. **THE TREE PLAN MUST BE DONE ON THE TOPOGRAPHICAL/GRADING PLAN THAT SHOWS THE PROPOSED HOME FOOTPRINT.** The Tree Plan should show the following:

- a. All existing trees shall be numbered on the plan to correspond on the Tree Survey List completed by a certified Arborist.
- b. All trees indicated for removal must be marked for removal on plan and on site by a red “X.” This can be hand written on the plan.
- c. The location of all replacement trees shall be indicated (if needed).
- d. All existing trees on adjoining lots within 30 ft. of lot line and/or that have their critical root zones partial on your construction site.
- e. All existing trees on the parkway adjacent to your construction site.
- f. All Ash trees must be either treated for emerald ash borers or removed.
- g. If replacement trees cannot be planted on your site then you must submit a calculation of all tree bank fees.
- h. All existing grades and all proposed grade changes to site.
- i. Location of all underground utilities such as water, sewer, gas and electric.
- j. The location of the construction disturbance area shall include: (these can be hand written on the plan)
  - i. Location of protective fencing and silt fencing.
  - ii. Location of construction drive entrance and construction driveway.
  - iii. Location of parking area for construction tradesmen.
  - iv. Black dirt spoils location.

- v. Material lay-down area.
  - vi. Dumpster and porta-potty location.
  - vii. All areas of site outside of disturbance area are to be denoted as undisturbed areas.
- k. All construction sites shall be governed by the following standards:
- i. All construction sites shall be enclosed by a continuous chain link fence six feet in height with posts driven into the ground at least three feet deep and placed eight to ten feet apart, or an alternative fence approved by the Community Development Department. The fence shall not contain any advertisements. Access openings in such fencing shall be protected by gates that are normally kept closed during the day and secured every night.
  - ii. The construction site fence shall be placed at the perimeter of the property or, for work in an area substantially smaller than the entire property, around the site of construction large enough to ensure sufficient room for movement of tools and workers, storage of waste receptacles and other items, and the safety of the public.
  - iii. The contractor shall immediately repair any damage to the construction site fence and maintain the integrity and continuity of the fence for the duration of the project.
  - iv. Warning signs. Signs are required to be posted by the property Owner or Contractor that read 'HELP PROTECT THESE TREES - STAY OUT OF FENCED AREA' or alternative approved by the Community Development Department. The size, lettering, and location of signs shall be determined by the Community Development Department.

2. **Site Plan** – Showing how the site will be restored and the soil stabilized.

3. **Site Protection Plan** – May be indicated on the tree plan/permit.

4. **Grading Plan** – May be indicated on the site protection plan.

Upon completion of removal of all portions of facility to be demolished, excavated areas shall be backfilled. No fill may be placed on any frozen surfaces. Do not incorporate snow, ice or frozen earth into the fill. Surface shall be shaped to allow runoff. Do not allow equipment on the fill areas after the above operations until it is dry enough so that rutting and remolding of the top eight (8) inches will not occur. After dumping, spread materials by bulldozers or other acceptable means in appropriate horizontal layers over the fill areas and cover at an approximately uniform elevation. As soon as practicable after commencement of construction of any section of fill, grade and crown the section with a minimum 1.0 percent grade so that the surface of fill will drain freely and this grade shall be maintained as needed. If compacted surface of any layer of material is determined to be too smooth to bond properly with the succeeding layer, loosen by scarifying or by other acceptable means before the succeeding layer is placed thereon. The property is to be final graded with 4 inches of topsoil and seeded to prevent erosion. In the case of a demolition of a non-residential structure where the surrounding surface is paved parking and where the area will continue to be used for parking, the disturbed area is to be restored with pavement of similar construction to the adjacent surface.

**d. Construction Conduct Acknowledgement Form**

Registered contractors and their employees involved in demolition, excavation, construction, remodeling, repair, grading, and landscaping on private property in the Village shall comply with the construction conduct standards at all times while working in the Village (*See attached form*).

**f. Notice Letters**

Contractors shall prepare letters, to be mailed out by the Community Development Department, to the owners and occupants of occupied properties, within a 350 foot radius of the construction site, at least 4 days prior to the start of the demolition (*See sample attached*).

**5. REGISTER CONTRACTORS**

Information for each contractor working on the project must be provided. Contractors must be registered with the Village of Palos Park. This information is not required at time of application but must be provided before a permit will be issued. (*See attached form*).

When choosing a contractor, please refer to the Illinois States Attorney publications website for useful tips:

[http://www.ag.state.il.us/consumers/consumer\\_publications.html](http://www.ag.state.il.us/consumers/consumer_publications.html)

## 6. REQUIRED INSPECTIONS

A list will be provided by the Village and when you should call to schedule inspections.

- a. Before the Permit is issued a site inspection for construction fence and tree protection must be completed and approved by the Community Development Department. Call the Community Development Department at least 24 hours in advance to schedule an inspection.
- b. An inspector must be present during the demolition. Call the Community Development Department 24 hours in advance to schedule the inspector.
- c. A site inspection for construction fence and tree protection must be done after demolition. Call the Community Development Department at least 24 hours in advance to schedule an inspection at 708.671.3730.

## 7. DISCONNECT UTILITIES. Before Demolition can begin you need to disconnect utilities.

Submit Utility disconnection forms for Demolition:

- a. **Water** - Separate Permit Required – Submit application to Public Works Department. Follow instructions on separate Water Disconnection Permit. Call the Village of Palos Park Public Works Department at 708-671-3721 for meter reading and to have the water shut off and the water meter removed. Prior to demolition, existing water line must be cut and capped. The water line must be cut and capped along the building side of the Buffalo Box connection to the main. The Owner of the property or the Applicant is responsible for all costs and restoration associated with the disconnection. This disconnection must be inspected and approved by the Director of Public Works or his designee.
- b. **Sewer** - Separate Permit Required – Submit application to Public Works Department. Follow instructions on separate Sewer Disconnection Permit. Call Public Works for inspections at 708-671-3721. Prior to demolition, the existing sewer line must be cut and capped. The sewer line must be cut and plugged on the private property/building side of the property line. The plug shall be permanent and watertight. The Owner of the property or the Applicant is responsible for all costs and restoration associated with the disconnection. The disconnection and plugging must be inspected and approved by the Director of Public Works or designee.
- c. **Septic** - Separate Permit Required – Submit application to Public Works Department. Follow instructions on separate Septic Disconnection Permit. Call Public Works for inspections at 708-671-3721. Septic tanks which are no longer in use shall be completely pumped by a licensed waste hauler and copies of receipts must be submitted to the Public Works Department. The floor and walls shall be cracked or crumbled so the tank will not hold water and the tank shall be filled with CA-7 or Pea gravel. If the tank is removed from the ground the excavation shall be filled with soil. Contact the Public Works Department at 708-671-3721 for separate permit and inspections. **DO NOT BACKFILL PRIOR TO INSPECTION.** For further information see Rules of the Illinois Department of Public Health, Private Sewage Disposal Code (77 Ill. Adm. Code 905), Section 905.40 (f) Septic Tanks - Abandoned Treatment Units.
- d. **Utilities** - (i.e. Electric, Gas, Cable, Phone). Service shall be disconnected by the utility company providing the service. **J.U.L.I.E.** Joint Utility Locating Information for Excavators. Call toll free 1-800-892-0123 for location of utilities.
- e. **Well** – If there is a well on the property, you can close it or save it for landscape watering only. Have your well contractor contact the Cook County Public Health Department for more information. Send copies of the completed Illinois Water Well Sealing form and the Cook County Capping Affidavit form to the Village Building and Public Works Departments. Existing wells on site shall be capped by a State of Illinois Certified Well Driller. A copy of the signed and sealed affidavit shall be submitted to the Community Development Department. Well sealing is handled by the County. Abandoned well shall be sealed within 30 days. Contact the Cook County Department of Public Health at 708-633-4000 for well sealing procedures / inspections / paperwork. For further information see the Illinois Department of Public Health Website - title 77: public health, part 920 Illinois water well construction code, chapter i: department of public health, section 920.120 abandoned wells.

- f. **Fuel Oil Tanks** - Remove fuel oil tanks. Submit (1) copy of a permit from the Office of the State Fire Marshal. Call Palos Fire District to witness. It is a responsibility of the Applicant to report all fuel tanks found on the site. A permit from the Office of the State Fire Marshall is required before removal. For further information call 217-785-1020 Division of Petroleum & Chemical Safety. The Office of the State Fire Marshal is to witness the removal.

## 8. MISCELLANEOUS

- a. **Right-of-way (ROW)** Any work in the ROW of the following roads requires an additional permit: Copy (1) of Cook County Highway Department permit is required for work on county roads right-of-way. Copy (1) of IDOT permit is required for work on state roads right-of-way.

State Roads (IDOT permit):

- 123<sup>rd</sup> Street/McCarthy Road
- Southwest Highway
- Cal Sag Road (Rt 83)
- LaGrange Road (US 45)
- 131<sup>st</sup> Street (east of Southwest Highway)
- 119<sup>th</sup> Street

County Roads (CCHD permit):

- 80<sup>th</sup> Avenue
- 131 Street West of LaGrange Road
- 104<sup>th</sup> Avenue
- Wolf Road
- 135<sup>th</sup> Street
- 86<sup>th</sup> Avenue

b. **Safeguards**

Follow requirements of Chapter 33 of the International Building Code regarding safety during demolition and the protection of adjacent properties.

c. **During Demolition**

During demolition, wetting procedures must be followed. Before the demolition of any section of wall, floor, roof or other structure, adequate wetting procedures to lay the dust shall be utilized. All debris shall be thoroughly wetted before loading and while dumping into trucks, other vehicles, or containers. In all cases at all stages of demolition, wetting procedures shall be adequate to ensure that the dust lay. It is best to use a water truck or other source for water. However, if no other alternative is available and depending on the time of year, a Village of Palos Park Fire Hydrant may be available for wetting procedures. Contact Public Works Department to check availability at 708-671-3721.

- Debris should be hauled off the same day or following day.
- Street is to be kept clean at all times. The demolition site and the Right-of-Way (ROW) shall be kept free of debris at all times. Remove and legally dispose of all surplus material and maintain the whole site in a neat and clean condition.

d. **Restoration**

Fill holes with clean fill; not demolition debris. Repair damage, if any, add top soil if necessary. Apply grass seed and/or grass mat. Remove 6 ft. chain link fence, keep silt fence up until grass is established and inspected by Village inspector. Call Community Development Department for inspection and for Bond refunds.

- e. If rebuilding after demolition a Building Permit must be submitted and paid for separately. Application Process can be done at the same time as Demolition Permit.

**Phone Number Reference:**

**Village of Palos Park**

Community Development Department	708.671.3730
Public Works Department	708.671.3721
Utility Billing	708.671.3716

**Cook County**

Department of Public Health	708.633.4000
Demolition Department	312.603.8200
Department of Environment Control	312.603.8200
Transportation & Highway Department	312.603.1670

**Additional Contacts**

J.U.L.I.E (Joint Utility Locating Information for Excavators) (48 hours notice)	800.892.0123
ComEd (48-72 hours notice)	800.334.7661
NICOR (48 hours notice)	888.642.6748
Illinois Department of Public Health (Contractors certified to remove ACM)	217.782.3517
Office of the State Fire Marshal (Division of Petroleum & Chemical Safety)	217.785.1020
State Department of Transportation	847.705.4497