



## DEMOLITION CHECKLIST

- 1. **Pre-application meeting**  
An informal discussion with Village staff to provide an overview of the whole process and answer questions.
- 2. **Register contractors**  
Hire your contractors and make sure they are registered with the Village before they do any work in the Village.
- 3. **Apply for Village Demolition Permit**  
Complete the Project Identification and Confirmation sections of the Demolition Permit Application form and send to the Village Building Department with the following:
  - A. **Proof of ownership**, such as deed or title report
  - B. **Plat of survey**, buildings and utilities must be shown accurately
  - C. **Cook County Demolition permit**, with asbestos removal report
- 4. **Apply for water and sewer or septic Disconnect Permits**  
Complete the application forms for water and sewer or septic disconnections and bring to Village Public Works Department.
- 5. **Apply for water hydrant meter**  
Hosing down debris during demolition is required to keep dust down. You can supply your own water, such as from a tank truck, or if available, you can rent a metered hose connection that the Village will connect to the nearest hydrant. If you request the meter, complete the Hydrant Meter application form and return to the Public Works Department.
- 6. **Disconnect 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.
- 7. **Disconnect other utilities**  
Contact the gas and electric and cable companies for them to disconnect their services. Then send the completed Utility Disconnect Form for Demolition to the Village Building Department.
- 8. **Tree permit**  
If the Building Department estimates that there will be trees removed or damaged by the demolition, you will be advised to apply for a Tree Permit and send it to the Village Building Department. In general, the Village requires protection fencing around trees to be saved and replacement of the trees removed or fee in lieu of replacement.
- 9. **Obtain Demolition Permit**  
The Building Department will notify you when your permit is ready to pick up, including:
  - A. **Fees**, will vary depending on the project, but average is \$380.
  - B. **Bonds**, a \$1000 *Demolition* cash bond and a \$3,500 *Right of Way* cash bond, which are refundable per Village procedure, after the project is complete.
  - C. **Site Protection Plan**, drawn on plat of survey by the Build Dept. will be fences, erosion controls and other protections that you will need to install before demolition.
  - D. **Inspections**, a list to be provided by the Village and when you should call to schedule.
  - E. **Notifications**, send letters to neighbors letting them know when demolition will occur. The Building Department will supply you with addresses and you will return the affidavit of mailing to the Building Department. See attached Demolition Notification form.
- 10. **Demolish**  
Debris is to be hauled off site on same day or following day.
- 11. **Restoration**  
Fill holes with clean fill; not demolition debris. Repair damage, if any. 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 for Bond refunds.