



Building & Property Standards

Bulletin 005

Version 090109

Residential Demolition

Purpose:

The purpose of this bulletin is to inform permit applicants of submittal and construction requirements for the demolition of 1- and 2-family residential and accessory structures.

Applicability:

A demolition permit is required for the demolition of an entire principal residential (house) or accessory structure (coach house, private garage, storage building, shed or other structure). This document may be updated periodically. Please check the department's web page to verify you have the current version of this document.

Pre-submittal Requirements:

- Prior to making application for a demolition permit from the Village to demolish an entire principal or accessory structure the following steps must be taken by the applicant:
 - Apply for a Cook County Demolition Permit. For information on securing a County permit, contact the Cook County Department of Environmental Control, 69 W. Washington, Room 1900, Chicago, IL 60602, 312-603-8200.
 - Obtain a Certificate of Appropriateness (COA) for any structure located within a Historic District. For information regarding applying for a COA, contact the Village's Historic Preservationist at 708-358-5417.
 - Contact the public utility companies for disconnection of electric, gas and telephone services and request written verification of the disconnection. In the case of accessory structures that are serviced from the principal structure, a notarized affidavit of the disconnection submitted on a contractor's letterhead will suffice.
 - Prior to submitting an application for permit, verify your contractor is properly registered to perform work within the Village of Oak Park by using the Registered Contractor Lookup feature on the following web page:
http://www.oak-park.us/Building_and_Property_Standards/ContractorLookup.cfm
Please note that the contractor's registration must be in good standing at the time of application for any permit.
 - Apply for a Plumbing and Right-of-Way Opening Permits to allow for disconnection of water and sewer service to the structure, if any. Contact the Public Works Department at 708-358-5700 for utility capping requirements and scheduling inspections of same.

Submittal Requirements:

- Completed Application for Demolition Permit.
- Completed Application(s) for Right-of-Way Obstruction Permit for all sidewalk and/or street closures required or for any dumpster to be located in the public right-of-way.
- Proof of Ownership of the structure to be demolished or the property it is situated on.
- Two copies of a current Site Plan indicating the structure(s) to be demolished, location of temporary construction fence to surround the work area, location of temporary tree protection, description of measures to be taken to protect adjacent structures, location of all traffic control devices, sidewalk or street barricades, sidewalk closure signage, and location of dumpster or debris hauler.
- Copy of a Cook County Demolition Permit or proof of application to obtain same.
- Written Verification of utility disconnections.



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- Copy of a Certificate of Appropriateness for any structure to be demolished within a Historic District.
- Structural Engineer's report is required for any structure to be demolished that is immediately adjacent to any structure to remain to verify that the structure to be demolished is structurally independent of the adjacent building.
- Copy of Notice of Demolition sent to adjacent property owners informing them of the pending demolition.
- Hydrant deposit; required if a public hydrant is to be used as the source of demolition water.

Key Demolition Requirements:

- A site inspection is required prior to the start of any demolition work to verify site is fully fenced and a water source is on site. Contact the Building Division a minimum of 24 hours in advance to schedule the inspection.
- See the reverse side of the Application for Demolition Permit form for conditions of the permit.
- Refer to separate department handout for temporary tree protection requirements.
- All Cook County requirements for the demolition or dismantlement of structures, including but not limited to toppling of walls, wetting procedures, handling and transportation of debris and removal of asbestos containing materials shall be adhered to.
- PLEASE ALLOW SEVEN TO 10 BUSINESS DAYS FOR PROCESSING OF AN APPLICATION FOR DEMOLITION PERMIT.