



**Building and Property Standards Department
Building Division**

Application for Demolition Permit

The Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302-4272
www.oak-park.us

708.358.5430
Fax 708.358.5441
TTY 708.383.0048
building@oak-park.us

Property Information

Address of Subject Property _____ Date _____

Property Identification Number (PIN) _____ Property Identification Number (PIN) _____ J.U.L.I.E. Dig No. _____

Property Type One/Two Family Multiple Family Commercial Mixed-Use
 Other: Description _____

Structure Type Principal Garage Storage Shed Historic District Yes No
 Other: Description _____

Contact Information

Applicant's Name _____ Telephone _____

Applicant's Address _____ Fax _____

Owner's Name _____ Telephone _____

Owner's Address _____ Fax _____

Authorized Agent _____ Telephone _____

Agent's Address _____ Fax _____

Contractor Name _____ Telephone _____

Contractor's Address _____ Fax _____

Submittal Requirements Prior to processing any Application for Demolition Permit, the following items of information must be received by the Building & Property Standards Department. See reverse side of this form for additional information related to submittal requirements and processing of this application.

- Proof of Ownership Site Plan Plat of Survey Traffic Plan Photographs
- Certificate of Appropriateness
Required for Historic District only Structural Engineer's Report
Required where structure to be demolished
abuts another structure Notice of Demolition
Copy of letter submitted to adjoining property
owners advising of pending demolition work
- Electric Cut-off Letter Gas Cut-off Letter County Demolition Permit

The following permit applications/items shall be submitted concurrently with this Application for Demolition Permit.

- R.O.W. Obstruction R.O.W. Opening Plumbing Hydrant Deposit
Required when hydrant is used as water source

Certification I hereby depose and say that all the above items of information provided are true and accurate and that I have read and understand the information and conditions listed on the reverse side of this application form.

Sworn to me this _____ day of _____, 20____ Applicant/Authorized Agent (circle one) _____

Notary Public _____ My commission expires _____

Note: See reverse side of this application form for additional information and conditions of permit

OFFICE USE ONLY

Permit Number _____ Fee Paid _____ Received By _____ Date _____

Additional Information

1. This application must be completed fully and legibly, and accompanied by all required items of information listed within the Submittal Requirements Checklist and other submittals listed herein below if applicable.
2. Only persons having a proprietary interest in the subject property may file an application. If signed by an agent of the owner, the application shall be accompanied by a written instrument, executed by the person with proprietary interest under oath, establishing the agency. If title is in a land trust, the application must be filed by the Trustee.
3. All items of information requested on this application form must be provided prior to processing of the application. PLEASE ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING OF APPLICATION.
4. INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT PROCESSING.
5. The completed application, items of information and other required submittals shall be filed with the Building & Property Standards Department and the permit fee shall be paid at time of application. The application fee is not refundable even if the request for demolition is subsequently withdrawn.
6. Proof of Ownership and/or proprietary interest in the property shall be established by a copy of current Deed, Title Policy, written Commitment to Purchase or written Option to Buy.
7. The Plat of Survey must show all current improvements to the property.
8. The Site Plan shall indicate the following information:
 - a. Extent of structure(s) to be demolished.
 - b. Location of a temporary fence [six (6) feet high for 1- and 2-Family properties and eight (8) feet high for all other properties] surrounding the property or area of work, including location of lockable gate for movement of construction equipment. Fence shall be either solid plywood or chain link fence with opaque fabric attached to inside surface of fence to reduce view and control dust. The contractor shall post a sign, secured to the fence, indicating "CONSTRUCTION SITE — NO TRESSPASSING", the demolition contractor's name and emergency contact number and the fence contractor's name and emergency contact number.
 - c. Location of protective measures for all trees within the public right-of-way (refer to handout on tree protection requirements).
 - d. Location and description of all measures to protect adjacent properties and structures.
 - e. Location of all traffic control devices; sidewalk or street barricades (requires separate permit) and sidewalk closure signage.
 - f. Location of dumpster or debris hauler.
9. Traffic Plan (drawing or written narrative) indicating street paths within the Village to be used for movement of equipment and debris.
10. The applicant/owner/contractor shall have the respective utility company submit a letter to the Building & Property Standards Department indicating the property address and date for which the utility service has been cut-off. Note that this is not a requirement for discontinuation of service but for physical severance of the utility line from the structure(s) being demolished.
11. A copy of the Certificate of Appropriateness shall be submitted for any structure located within a historic district.
12. The applicant shall notify adjacent land owners in writing of the pending demolition. A copy of the letter(s) sent to each property owner shall be submitted.
13. Where the building to be demolished is immediately adjacent to another structure, a written report prepared, signed and sealed by a licensed architect or structural engineer shall be submitted to verify that the structure to be demolished is structurally independent of the adjacent building.
14. A copy of a valid Demolition Permit issued by the Cook County Department of Environmental Control or proof of application for such permit shall be submitted with this application form.
15. A series of recent photographs of the structure to be demolished shall be submitted with this application form. Photographs shall be taken of each principal structure elevation as well as any and all structures on adjacent properties. Direction of view and street address shall be indicated on the photographs.
16. Right-of-Way Obstruction Permits are required for all sidewalk and/or street closures as well as for any dumpster to be located in the public right-of-way.
17. A Plumbing Permit is required for work involved with the severing and capping of water and sewer lines servicing the structure(s) to be demolished. The Plumbing Permit shall be secured and the completed work accepted by the Public Works Department prior to issuance of the Demolition Permit.
18. Right-of-Way Opening Permits are required for any work in the public right-of-way that may be required to sever water and sewer lines servicing the structure(s) to be demolished.
19. A hydrant deposit is required whenever the public water hydrant is used as a source for water during demolition work.

Conditions of Permit

1. Work hours are limited to between 7 a.m. and 6 p.m.
 2. Contractor shall deliver all existing water meters to the Public Works Department prior to the start of demolition work.
 3. Demolition work shall not begin until site has been inspected by the Village for placement of temporary fencing and temporary tree protection.
 4. The contractor shall wet down the structure to be demolished as well as the resulting debris as required to minimize the creation of air-borne dust and debris. Demolition work shall not begin until the contractor has established either by way of a hose connected to the public water hydrant or by the use of a water truck on site, a source for wetting down the structure and resulting debris during the demolition process.
 5. All foundations and footings associated with the structure to be demolished shall be removed as part of the work.
 6. All demolition debris, equipment and temporary protections shall be removed from the site upon completion of the demolition. In no case shall demolition debris be allowed to remain on the site longer than 7 days after the structure has been demolished.
 7. Contractor shall immediately restore the public right-of-way to its original condition upon completion of the work, including restoration of openings, broom sweeping walks and streets and raking of grassy areas.
 8. In the event that construction of a new structure on the site is not commenced within 60 days of issuance of the Demolition Permit, the site shall be leveled and turned to grass (through sod or seed) by the end of that 60 day period. The temporary construction fence shall be removed within 45 days thereafter.
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