

### DEMOLITION PERMIT PROCESS



Permit submittals are now available online at our  
Citizen Self Service Portal.

Please visit the link below to register and apply

<https://Citizen.palatine.il.us>

#### IN PERSON AND ONLINE SUBMITTAL REQUIREMENTS:

- Demolition permit application (in person only)
- 1 Copy of plat of survey. Show well, septic tank and fuel tank on the plat.
- 1 Copy of asbestos testing report. (Removal info IDPH 217-782-3517)
- 1 Copy of Cook County Environmental Control Demo permit. (312-603-8200)
- 1 Copy of the site plan showing how the site will be restored and the soil stabilized and/or apply for a new construction building permit.
- Copy of CCHD permit is required for work on county roads right-of-way
- Copy of IDOT permit is required for work on state roads right-of-way

#### INSPECTION REQUIREMENTS

- Disconnect electric service. Provide ComEd disconnect letter
- Disconnect gas service. Provide Nicor disconnect letter
- Request final water meter reading and meter removal. Call Public Works at (847) 705-5200
- Disconnect and cap water service. Call Public Works for inspection at (847) 705-5200
- Disconnect and cap sewer service. Call Public Works for inspection at (847) 705-5200
- Seal well. Submit (1) copy of the Cook County well sealing permit and capping report by an Illinois licensed water well contractor.
- Abandon septic tank. Call VOP Health Department for inspection at (847) 359-9042
- Remove fuel oil tanks. Submit (1) copy of a permit from the Office of the State Fire Marshal. Call VOP Fire Prevention Department to witness at (847) 359-9042
- Request final demolition inspection when site is restored.

#### CONSTRUCTION AND FENCING REQUIREMENTS:

- **Damage**  
It is a responsibility of the Contractor to restore any damage inflicted on public property. 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.

- **Debris**

The demolition site and the 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.
  - **Electrical service.**

Electrical service shall be disconnected by the utility company providing the service.
  - **Fencing and protection of pedestrians**

All construction sites shall be governed by the following standards:

    - All construction sites shall be enclosed by a continuous chain link fence six feet in height which shall be anchored sufficiently to resist wind loads of 30 pounds per square foot without deflection of more than three inches between top and bottom of fence. 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.
    - 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.
    - 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.
  - **Fire Extinguishers**

Demolition site of all commercial or multi-family structures shall be provided with fire extinguishers per Chapter 33 of the 2015 International Building Code.
  - **Fuel tanks**

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. Both Office of the State Fire Marshal and VOP Fire Prevention Department are to witness the removal.
  - **Gas service**

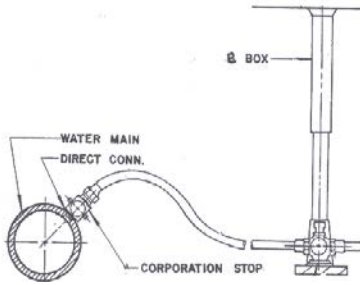
Gas service shall be disconnected by the utility company providing the service.
  - **Grading**

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 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**
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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.

- **J.U.L.I.E.**  
Joint Utility Locating Information for Excavators. Call toll free 1-800-892-0123 for location of utilities.
  - **Right-of-way (ROW)**  
Any work in the ROW of the following roads requires an additional permit:
    - State roads (IDOT permit): Algonquin Rd., Colfax St. (West of Smith), Dundee Rd., Hicks Rd., Lake Cook Rd.(West of Rand), Northwest Highway, Palatine Rd., Rand Rd.
    - County roads (CCHD permit): Euclid Av, Lake Cook Rd. (East of Rand), Quentin Rd., Roselle Rd., Wilke Rd.
  - **Safeguards**  
Follow requirements of Chapter 33 of the International Building Code regarding assuring of safety during demolition and the protection of adjacent properties. This requirement applies to demolition of all structures with exception of detached single family residence and townhomes not exceeding 3 stories in height.
  - **Septic tank**  
Septic tanks which are no longer in use shall be completely pumped by a licensed waste hauler. Obtain a pumping invoice to be submitted to VOP Health Department. The floor and walls shall be cracked or crumbled so the tank will not hold water and the tank shall be filled with soil or sand. If the tank is removed from the ground the excavation shall be filled with soil. Contact VOP Health Department at 847-359-9042 to schedule a septic abandonment inspection. **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.
  - **Sewer service**  
If an existing building sewer is no longer to be used for its intended purpose as in case of the demolition of a building or the installation of a replacement line, the building sewer shall be disconnected and plugged at the connection point to the main or another location approved by the Director of Public Works. 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 his designee. (Ord. No. 0-61-04 par2, 4-12-04)(PCO Sec19-52-15).
  - **Street**  
Street is to be kept clean at all times.
  - **Water meter**  
Call the Village of Palatine Public Works Department at 847-705-5200 for meter reading and to have the water shut off and the water meter removed.
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- **Water service**



If an existing water service is no longer to be used for its intended purpose as in the case of the demolition of a building, the water service pipe shall be disconnected at the corporation stop or another location approved by the Director of Public Works. The corporation stop can remain provided there is no leakage when closed. The B-box is to be removed and the hole properly backfilled and restored. 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. (Ord. No. 0-61-04 par 1, 4-12-04) (PCO sec19-41).

- **Well**

Existing wells on site shall be capped by an Illinois licensed water well contractor. A copy of the Cook County well sealing permit and the signed and sealed well sealing affidavit shall be submitted to the VOP Building Department. Well sealing is handled by the county. Abandoned well shall be sealed within 30 days. Please contact the Cook County Department of Public Health at 847 818 2841 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, and CHAPTER I: DEPARTMENT OF PUBLIC HEALTH, SECTION 920.120 ABANDONED WELLS.

### **PHONE NUMBERS TO CALL:**

For Cook County Department of Environmental Control permit info (312) 603-8200,

For contractors certified to remove ACM - Illinois Department of Public Health (217) 782-3517

J.U.L.I.E (Joint Utility Locating Information for Excavators) 1-800-892-0123 (48 hours' notice)

For electrical service disconnect - Commonwealth Edison (800)334-7661, (48-72 hours' notice)

For gas line disconnect Nicor (847) 729-4300 (48 hour notice)

VOP Utility Billing (847)-359- 9082

For well sealing procedures info – Cook County Department of Public Health at 847-818-2841

For water disconnect witnessing, and final water meter reading and removal – VOP Public Works 847-705-5200

For sewer disconnect witnessing - VOP Public Works 847-705-5200

For removal of septic tank inspection-VOP Health Department 847-359-9042

For removal of fuel tank permit information -Office of the State Fire Marshal 217-785-1020 Division of Petroleum & Chemical Safety.

For removal of fuel oil tanks witnessing – VOP Fire Prevention 847-359-9042

For county roads right-of-way opening 312-603-1670

For state roads right-of-way opening 847-705-4201