

DEMOLITION PERMIT REQUIREMENTS

Apply online for building permits at www.desplainesil.gov/buildingpermits. In the Customer Self Service Portal after registering or signing in select **Apply**. Search for or select **Demolition (Residential)** or **Demolition (Commercial)** and complete the application via CSS portal.

SUBMITTAL REQUIREMENTS:

- Upload a Plat of Survey indicating the building(s) and/or structures to be demolished. Indicate the location of any wells, septic tanks, cisterns, or fuel tanks. The Plat of Survey should be current, showing all the buildings and any other structures listed above.
- Upload a Cook County Environmental Control Demolition Permit
<https://www.cookcountyil.gov/service/demolition-permitting>
- Upload a copy of the Northwest Mosquito Abatement District "Demolition Letter" (847-537-2306)
- Upload letters/emails from each utility including gas, electric, phone, water and sewer saying each has been abandoned/removed.
 - **Commonwealth Edison** - (800)-334-7661 (48-72-hour notice)
 - **NICOR** - (800) 730-6114 (48-hour notice)
 - **Water Meter Removal** - Des Plaines Public Works (847) 391-5464 (48 Hour notice)(Water will be shut off after water meter is removed)
- CASH BOND (CHECK) Minimum \$5,000. Final total to be calculated prior to permit issuance. Refund will be processed only after final inspection is approved.

General Requirements

- Sites shall be completely enclosed by construction fencing until complete. Residential sites require a 4' high chain link fence and Commercial sites requires a 6' high chain link fence.
- All foundations shall be completely removed and disposed. All debris shall be hauled away to an approved location for disposal.
- Prior to final inspection, all lots shall be restored to natural grades with approved grasses.
- Demolition contractor will observe all City regulations including dust control and hours of operation.
- Cash Bond shall be refunded after final inspection is passed.

Demolition Notification Procedures for Public Works (847-391-5464)

1. Public Works requires no less than 48 hours notice prior to demolition so that water services can be shut off at the Buffalo-box, and the meter can be removed and secured.
2. Water or sewer service line disconnection from the City's main line must be inspected by Public Works before the contractor begins to backfill their excavation. The contractor is responsible for the removal of the buffalo-box following our inspection approval of the disconnect.

****The above guidelines are not an all-inclusive list. Additional information may be required****
ALWAYS CALL J.U.L.I.E., BEFORE DIGGING. THIS FREE SERVICE IS AVAILABLE BY DIALING 811.