

Village of South Elgin  
Community Development Department

10 N. Water Street  
847-741-3894  
847-741-3959 FAX

Monday – Friday  
8:30 a.m. – 5:00 p.m.  
www.southelgin.com

# DEMOLITION PERMIT APPLICATION

## PROPERTY INFORMATION

Address: \_\_\_\_\_ **South Elgin, IL 60177**

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## CONTRACTOR INFORMATION (If applicable)

Contractor Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## OTHER CONTACT INFORMATION (If applicable)

Contact Type: \_\_\_\_\_

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

## ADDITIONAL INFORMATION

Estimated Value of Work: \_\_\_\_\_ Applicant (check):  Property Owner  Contractor  Tenant  
 Other: \_\_\_\_\_

I have read & understand the attached fact sheet. Initial: \_\_\_\_\_ Date: \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof and the issuance of permit, I will conform to the regulations set forth in the Village of South Elgin Codes and Ordinances. I also agree that all work performed under said permit will be in accordance with the approved plans, specifications and plat diagram which may accompany this application, except for such changes as may be necessary and authorized or required by the Village of South Elgin. No work shall be conducted until a permit is issued and obtained. I will submit this work to the required inspections, before work is covered up, and prohibit the occupancy of any space until a Certificate of Occupancy or Letter of Completion has been obtained from the Community Development Department. The applicant has furnished the information contained herein.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name & Title (please print): \_\_\_\_\_

**(OVER – Go to Page 2)**

### For Office Use Only

Submittal Checklist:  Application Complete  Plat of Survey  Submittal Worksheet

Permit #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ PIN: \_\_\_\_\_

# DEMOLITION PERMIT WORKSHEET

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## DESCRIPTION

Type:     Interior only     Principal Structure     Accessory Structure     Other: \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## BOND CALCULATION (if working within the Right of Way, e.g. abandoning utilities)

Bond Requirements Calculation based on the following unit prices:

Culvert:	\$ _____
Street Patch:	\$ _____
Excavation / Fill:	\$ _____
Parkway Tree:	\$ _____
Sidewalk:	\$ _____
Landscaping:	\$ _____
Driveway Approach:	\$ _____
Curb & Gutter:	\$ _____
Subtotal:	\$ _____
120% multiplier	\$ _____
Bond Amount (minimum \$10,000*)	\$ _____

\* Bond amount must be at least \$10,000, increasing depending on the costs associated with the work.

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## SUBMITTAL CHECKLIST

- Plat of Survey, indicating the size and location of all existing structures and wells, all utilities and proposed method of capping, sealing off.
  - Provide IEPA Asbestos Abatement Permit, as needed.
  - Provide all necessary Kane County Permits for well or septic removal
  - Provide a copy of the Illinois State Plumbing License
  - Provide a copy of the Plumbing Contractors Registration
  - Provide a letter of intent for plumbing work
  - If working within the Village Right of Way provide a bond and certificate of insurance.
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Village of South Elgin  
**Demolition Permit Fact Sheet**



**MINIMUM REQUIREMENTS:**

1. Demolition
  - a. J.U.L.I.E. (811) must be notified. Site must be staked and flagged.
  - b. Disturbed areas must be seeded or sod within 14 days of completion of work. *153.051*
  - c. Well must be capped by a certified well installer. *IEPA*
  - d. If working within the Village's Right of Way (e.g. abandoning utilities): The subdivider, contractor, builder or resident shall indemnify the village and its consulting engineers against any personal injury claims or other claims resulting from the performance of any work in connection with the installation of public improvements. All contractors working on public improvements shall be required to obtain and maintain comprehensive general liability and other insurance as prescribed below (and as approved by the village) which will provide protection from any of the aforesaid claims which may arise out of or result from the performance of work by anyone directly or indirectly employed by the contractor, or by anyone for whose acts the contractor may be liable:
    - i. Workers compensation and employer's liability insurance in an amount not less than limits required by statute.
    - ii. Comprehensive general liability insurance including coverage in the amount of \$500,000 per accident for property damage and \$1,000,000 per person and \$3,000,000 aggregate per accident for bodily injury, sickness or disease, or death of any person.
    - iii. Comprehensive automobile liability insurance covering all automobiles, trucks, trailers and any other motorized equipment owned or leased by the contractor.
2. Dust & Mud Control *153.051*
  - a. In dry weather, spray dusty areas daily with water in order to control dust.
  - b. Take appropriate precautions to prevent the tracking of mud onto adjacent streets and highways.
3. Safety & Protection
  - a. Fire Extinguishers are required to be on job during working hours. *IFC1415*
4. The installer is responsible for following manufacturer's specifications.

*Requirements listed are general requirements only; additional code requirements may apply to your project.  
Covenants are regulated by your Homeowners Association; covenants are not enforced by the Village.*

**PERMIT FEE:**

1. \$200, which includes the required inspections. Payable when permit is issued.
2. \$100, for Right of Way Permit if work requires abandoning utilities.
3. \$75 fee, if a reinspection becomes necessary.

**INSPECTION REQUIREMENTS:**

1. Provide a third party asbestos report from a Licensed Contractor (where needed) before start of work.
2. Well removal by a Licensed Contractor (where needed) before demolition work begins.
3. A final inspection is required when the work is complete.
4. If working within the Village Right of Way (e.g. abandoning utilities), a pre-construction meeting with Public Works is required prior to commencing work. All required inspections will be defined at this meeting.

**SUBMITTAL REQUIREMENTS:**

1. Complete, sign and date the application.
2. Provide a Plat of Survey (11"x 17" max) indicating the size and location of all existing structures, and utilities, including the proposed method of capping/sealing.
3. Provide IEPA Asbestos Abatement Permit, as needed.
4. Provide all necessary Kane County permits for well removal.
5. Provide a copy of the plumbers Illinois State Plumbing License, Plumbing Contractors Registration and letter of intent for plumbing work.
6. If working within the Village Right of Way provide a bond and certificate of insurance.

*The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.*