

# Village of Glen Ellyn Demolition Certification



<b>Project Address:</b>	
<b>Demolition Statement of Intent:</b>	All existing structures on the lot shall be removed; and <input type="checkbox"/> New construction to start within 90 days from permit issue date. <input type="checkbox"/> Site to be restored within 90 days from demolition date.
<b><u>Developer/General Contractor:</u></b>	<b><u>Demolition Contractor:</u></b>
<b>Contact:</b>	<b>Contact:</b>
<b>Address:</b>	<b>Address:</b>
<b>Phone:</b>	<b>Phone:</b>

## REQUIRED SUBMITTALS

1. **Permit Application Form:** A building permit is required for the demolition or removal of any building or part of any building over 300 square feet. (4-1-10-A-1)
2. **Plat of Survey** (4-1-10-B-2-b)
3. **Demolition Certification Form** (4-1-10-B-3-c)
4. **Site Management Plan:** (See Sample) (4-1-10-B-3-a) Required for demolition of any structures of 1,000 square feet or more and specifies and indicates the following items:
  - a. **Structures:** Existing structure(s) to be removed and any to be retained. (4-1-10-B-3-a-1)
  - b. **Utilities and Easements:** All easements, existing utility lines, well and septic systems on the subject property and all adjacent parkways and property within twenty feet (20'). A written description of how the lines will be removed or abandoned, wells sealed and capped, and septic systems abandoned in accordance with all applicable village codes, ordinances and regulations, and the DuPage County Health Department. (4-1-10-B-3-a-2) (4-1-10-B-3-m)
  - c. **Trees:** Per tree preservation ordinances. (4-1-10-B-3-a-3)
  - d. **Fences:** Silt, protective tree, and perimeter safety fence locations shall be demarcated individually on the plan. (4-1-10-B-3-a-4)
  - e. **Access:** Means of primary ingress/egress from the public ways to the site and points for emergency access; traffic control devices and measures must be identified; and on site and off site parking areas. Public streets and sidewalks shall be maintained open and free and clear for passage of vehicles and pedestrians at all times unless written approval is granted by the Public Works Director a minimum of forty eight (48) hours in advance of any anticipated closing.
  - f. **Material Stockpiles, dumpsters, trailers, etc.** (4-1-10-B-3-a-6)
  - g. **Portable Toilet** (4-1-10-B-3-a-7)
5. **Building Construction or Restoration Plan:** If construction of a building or part thereof is to commence within ninety (90) days from the issuance of the demolition permit, construction documents for the proposed construction shall be submitted with the demolition permit submission, otherwise a restoration plan indicating measures to restore the site in accordance with the DuPage County countywide storm water and floodplain ordinance to the natural grade, establish soil stabilization and an itemized cost estimate to complete the work shall be provided. (4-1-10-B-3-b; 4-1-10-B-7-b)
6. **Photographs of Structure:** Submit two (2) photographs (front and back) of the structure or part thereof that is to be demolished. (Ord. 4746, 8-9-1999) (4-1-10-B-3-1)
7. **Certificate of Insurance:** The applicant shall provide a Certificate of Insurance acceptable to the Village Attorney. Said certificate shall establish that coverage in a minimum amount of one million dollars (\$1,000,000) per occurrence or damage to adjacent private and public property resulting from the work by the applicant, contractor, or subcontractor, owner, or other agent of the applicant or owner. (Ord. 4746, 8-9-1999) (4-1-10-B-3-i) (4-1-10-B-4-a)

8. **Agency Approvals:** In the event the demolition of a structure requires extraordinary measures (such as removal of hazardous materials, underground fuel tanks, well and septic systems, floodplain areas, historic structures), the applicant shall provide written verification from all applicable agencies including, but not limited to, the federal emergency management agency, Illinois environmental protection agency, state fire marshal, and DuPage County. (4-1-10-B-3-h)
9. **Engineering Survey:** Shall be provided in the event the demolition of a structure requires a structural analysis and disassembly process to insure against the unplanned collapse of any portion of the structure in accordance with OSHA standard number 1926.850.
10. **Notice of Start Date:** The applicant shall provide written notice of the date of demolition to the planning and development department and to surrounding property owners a minimum of seven (7) days prior to the demolition. All fencing shall be in place and approved and all utilities shall be disconnected and approved by the village prior to issuance of a permit and demolition of the structure. (Ord. 4748, 8-23-1999) (4-1-10-B-3-e)

**GENERAL REQUIREMENTS**

1. **Control of Dust and Airborne Particles:** Control dust and airborne particles by watering down the structure during the demolition. (4-1-10-B-3-g)
2. **Refuse and Hauling:** The applicant or his designee shall be responsible for ensuring the subject property is maintained free and clear of all debris and litter at all times and utilize a waste removal company that possesses all required governmental waste hauling licenses.
3. **Foundation Removal:** Where construction will not commence within ninety (90) days from the issuance of a demolition permit, the foundation of any building being demolished shall be removed to a minimum of two feet (2') below grade.
4. **Waiting Period:** Upon receipt of a complete application and supporting documents, a period of thirty (30) calendar days to review the complete application and supporting documents shall be provided to ensure all area property owners have been notified and all departments of the village and fire company have completed review of the application and plans. (4-1-10-B-3-k)
5. **Disconnection:** The applicant shall properly remove, abandon or disconnect the gas, electric, water, sewer, telephone, cable and alarm services prior to the issuance of a permit and demolition of the structure.
6. **Public Works Coordination:** The applicant contacts and schedules the hydrant meter use, fencing inspections and utilities disconnect inspections by calling Public Works at (630)469-6756. (4-1-10-B-3-f)
7. **Construction Rules of Conduct:** The applicant shall comply with the regulations governing construction and demolition work specified in the Construction Rules of Conduct.

I/we understand that approval of demolition plans submitted to the Planning and Development Department for review is a **CONDITIONAL APPROVAL ONLY**, and that work must be in conformance with all provisions of the aforementioned codes and ordinances. It is further understood that, in the event of conflict between the approved plans and provisions of the codes and ordinances, the codes and ordinances must be followed.

**As the undersigned Contractor and/or Owner, I/we understand that it is my/our responsibility to be knowledgeable and to comply with all applicable codes and correct any construction that violates the Building Codes, Zoning Codes and ordinances of the Village of Glen Ellyn. I/we understand that the Village of Glen Ellyn's reviews and inspections do not relieve my/our ultimate responsibility to construct the project in conformance with all provisions of the Village's building and zoning codes.**

\_\_\_\_\_  
 Contractor's Signature  
 (If Corporation or Partnership, President & Secretary  
 or all parties must sign. Corporation must affix seal.)

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Property Owner's Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date