



DEMOLITION GUIDELINES

Prior to demolishing a structure, exterior walls and interior load bearing walls a permit is required. Apply on line at www.oak-park.us.

Submittal Requirements:

1. Proof of Ownership and/or proprietary interest in the property shall be established by a copy of current Deed, Title Policy, and written Commitment to Purchase or written Option to Buy.
2. Courtesy Letter: The Village of Oak Park Permit Processing Division requires the demolition contractor to mail this letter to properties that are within approximately 200 feet of the property line of the parcel on which the primary structure is being demolished. Refer to the back page for a sample letter. Download a copy of the letter sent with a letter verifying it had been completed.
3. The Plat of Survey must show all current improvements to the property.
4. 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. This can be obtained from <https://www.cookcountyiil.gov/service/demolition-permitting#guide> .
5. Written documentation for all utility disconnections(water, sewer, gas, electric etc)
6. 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. Tree protection plan.
 - 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.
7. The applicant/owner/contractor shall have the respective utility company submit a letter to the 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.
8. A copy of the Certificate of Appropriateness shall be submitted for any structure located within a historic district.
9. Submit a Traffic Plan (drawing or written narrative) indicating street paths within the Village to be used for movement of equipment and debris, if applicable
10. Submit a Plumbing detail is required for work involved with the severing and capping of water and sewer lines servicing the structure(s) to be demolished.
11. Submit a detail of the Right-of-Way Opening(s) 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, if applicable
12. Provide written documentation on how the site will be watered. The Water / Finance Department issues hydrant meters. A deposit is required whenever the public water hydrant is used as a source for water during demolition work, if applicable.
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.



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Conditions of Permit

1. A Construction sign showing the address, contractors name, contact information and construction hours between 7 a.m. and 6 p.m. is required throughout the demolition and construction.
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 is 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.
9. 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.

Note: This guideline is not all inclusive of the related codes and laws that pertain to this construction refer to the actual code book for details. The permit process is a check and balance system that normally involves a designer, plans examiner, contractor, and inspector to ensure the best quality and safest construction possible. As much as the mentioned professionals attempt to achieve full code compliance every effort has been made to identify all code deficiencies however; failure to identify a code deficiency during plan review and inspection does not alleviate any obligation to comply with all applicable code provisions.

<h2 style="margin: 0;">ONLINE SERVICES to better serve you...</h2>	<ul style="list-style-type: none"> Online Permit submittal is available Online Permit Status is available Online Inspection scheduling is available at www.oak-park.us
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Approved plans shall be available on site at all times	
Any changes to the approved construction documents shall be resubmitted in triplicate for a re-review & re-approval	
Police/Fire@911 NICOR @888-642-6748 ComEd@800-344-7661 J.U.L.I.E 811 OSHA 847-803-4800	
In general, nothing should be concealed unless a passing inspection has been issued TO SCHEDULE AN INSPECTION CALL: 708-358-5430 or at www.oak-park.us	



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Sample courtesy letter prior to demolition

-----Developers/Property Owner's Letterhead -----

BUILDING DEMOLITION NOTICE

-Date-

To Whom It May Concern:

This letter is meant as a notification that (Property Owner/Developer) has obtained a demolition permit from the Village of Oak Park to remove a primary structure at the following Village address: _____. Weather permitting, the demolition is scheduled to begin on or after the following date: _____. The Village of Oak Park Permit Processing Division requires the demolition contractor to mail this letter to properties that are within approximately 200 feet of the property line of the parcel on which the primary structure is being demolished.

The Village requires that the demolition contractor follow the requirements listed below.

- Construction hours are between 7a.m. and 6p.m.
- Construction safety fencing must be in place and also secured after hours.
- Temporary construction water must be available on-site to prevent excessive dust.
- The contractor must maintain a sanitary facility.
- The contractor must maintain a clean and clear right-of-way.
- The grades of the ground shall be restoring flat should the construction not commence at a reasonable timeframe

The demolition company that has been hired to perform the work is as follows:

Name of Company: _____
 Phone Number: _____
 Contact Person: _____
 Contact Person's E-Mail: _____

Should you have a question or a complaint related to the demolition project, please contact the demolition company contact listed above. If the contactor is not able to address your concern, please contact the Village's Permit Processing Division at 708-356-5430 or permits@oak-park.us. Should you have a concern or complaint about noise (before/after construction hours), trespassing, or access to your property, please contact the Police Department non-emergency number at 708-356-3800.

Respectfully,

- Person's Name -
- Person's Title -