

# VILLAGE OF WINFIELD COMMUNITY DEVELOPMENT DEPARTMENT

## DEMOLITION PERMIT REQUIREMENTS

Winfield Municipal Code, Title 9 – Building Regulations, Chapter 7 - Demolition



### ASSOCIATED DOCUMENTS

1. Application for Demolition Permit
2. Contractor Registration
3. Phase I Environmental Study
4. State of Illinois Notification of Demolition and Renovation Form (If Phase I Environmental Study Indicates It Is Necessary)
5. Disconnection Letters From Each Utility
6. Well and Septic Disconnected Letter (If Applicable)
7. Plat of Survey Showing Site Protection

**The requirements herein are the most common and are not representative of all the conditions you may encounter with the demolition of existing structures and appurtenances. Any additional code requirements not found in this handout can be found in the Village of Winfield's Municipal Code, Title 9, Chapter 7.**

## **Demolition Permit**

### **(Title 9 – Building Regulations, Chapter 7 – Demolition)**

Information that must be included, but is not limited to:

- 1 A Phase I environmental report must be done, noting the extent of asbestos or other hazardous materials, if any. (9-7-2.B.2)
- 2 If it has been determined that asbestos or other hazardous materials are present, then a State of Illinois “Notice of Demolition & Renovation” form shall accompany the permit application. (9-7-2.B.1)
- 3 Gas and Electric utilities must be disconnected prior to demolition and a letter from the respective utility companies on their letterhead stating when the disconnection took place must be provided before demolition may begin. (9-7-2.B.3)
- 4 Current plat of survey/site plan that shows all the structures and the location of all utilities (including silt fence). Show where four foot (4’) high orange “snow fencing” is to be installed (9-7-4.J).
- 5 If an abandoned in ground oil tank is found, it shall be removed and a State of Illinois permit is required.
- 6 Submit a proposed plan of action (ie: if leaving property vacate then grade lot per 9-7-4.G; if building a home then plans submitted prior to demo permit being issued).
- 7 Demolition Contractor needs to have a current Village of Winfield contractor’s license.
- 8 The permit holder shall inform all property owners within 250 feet (250’) of the perimeter of the property of the pending demolition at least seven (7) days prior to the commencement of demolition. Notification shall be by first class mail.

Note: Construction hours for heavy equipment or construction equipment are between the hours of 7:00 am and 7:00 pm Monday through Friday and 8:00 am and 7:00 pm on Saturday and 10:00 am to 6:00 pm on Sunday and holidays (4-4-3).

\$220

8-2-2-2 \$100 Water System Inspection

8-2-2-3 \$100 Sanitary System Inspection

10% Admin Fee

## Chapter 7 DEMOLITION

### 9-7-1: PURPOSE:

These regulations are provided to regulate the demolition of existing structures and appurtenances in the village of Winfield to ensure the protection of the permit holder, workers, and the general public. (Ord. 2006-8-32, 8-3-2006)

### 9-7-2: PERMIT REQUIRED:

- A. A demolition permit shall be obtained from the village of Winfield prior to any demolition of any structure or interior load bearing wall of any structure.
- B. The following additional regulations shall pertain to demolitions of habitable residential and commercial buildings exceeding five hundred (500) square feet in area:
1. A hazardous material removal permit shall be required for all demolitions, alterations, or repairs of a structure which has been determined to contain asbestos or other hazardous material regulated by the Illinois department of environmental protection title 35: environmental protection, subtitle G: waste disposal, chapter I: pollution control board, subchapter c: hazardous waste operating conditions, part 721 - identification and listing of hazardous materials, and part 729 prohibited hazardous wastes in land disposal units. Such permit shall be secured prior to the commencement of demolition. The village's permit application shall be accompanied by a state of Illinois notification of demolition and renovation form.
  2. The permit application shall be accompanied by a phase I environmental report from an individual or firm licensed by the state of Illinois department of public health to perform such assessment, noting the extent of the presence of asbestos or other hazardous materials, if any.
  3. Before a building or structure can be wrecked, the owner, person or firm shall notify all utilities having service connections within the building, such as water, electric, gas, sewer and other connections to disconnect said services to prevent pollution and hazardous material, such as ignition of natural gas by construction activities. A permit to demolish will not be issued until a release is obtained from all utilities, stating that their respective service connections and appurtenant equipment, such as meters and regulators, have been removed, sealed, or plugged in a safe manner. In the case of a property being served by a private well and/or septic field, the permit applicant shall supply a statement from a plumber licensed in the state of Illinois that the well and septic field services have been disconnected, and provide a detailed plan for the use or abandonment/removal of the private facilities following the demolition of the structure being served.

- E. Handling Procedures; Debris: Debris shall not be dropped or thrown from any floor to any floor below, in buildings three (3) stories or thirty feet (30') greater in height. Debris shall be transported from the upper floors via enclosed dusttight chutes or via buckets. Where chutes are used, a water wetting agent spray shall be employed to saturate the debris before it reaches the point of discharge from the chute.
- F. Lot Regulation: Whenever a structure is demolished or removed, the premises shall be maintained free from all unsafe or hazardous conditions by the proper regulation of the lot.
- G. Grading Of Lot: Where a structure has been demolished or removed and a new building permit has not been issued, the vacant lot shall be filled, graded, and maintained in conformity to the established elevation of the street grade at the curb level nearest the point of demolition or excavation. The permit holder shall take measures to prevent the accumulation of water or damage to any foundations on the premises or the adjacent property.
- H. Cleanliness: The permit holder shall be responsible for keeping demolition debris and mud within the site. All waste materials shall be removed in a manner which prevents injury or damage to persons, adjoining properties and rights of way. If debris or mud ends up off of the site, the permit holder shall be responsible for its removal and proper disposal before the end of each workday.
- I. Segregation Of Materials: Demolition materials shall be segregated according to combustible and noncombustible. The sorting and disposal of debris in on site special purpose containers is encouraged. The permit holder shall make certain that proper precautions are undertaken for handling various toxic chemicals: acids, fuel oils, cleaning fluids, paints, and those materials are disposed of as prescribed by law.
- J. Site Protection: A perimeter shall be established around the structure and appurtenances subject to demolition, in which demolition work will be contained. The perimeter shall provide adequate room for maneuvering equipment, short term storage of demolition materials, and take into consideration adequate fall zones. The perimeter shall be entirely enclosed through the installation of four foot (4') high orange "snow fencing" to keep unauthorized parties out of the demolition area. Signs shall be installed warning members of the public of the dangers of demolition.
- K. Site Safety: Permit holders shall ensure that all persons performing demolition work comport their activities consistent with the United States department of labor occupational safety and health administration standards, including: 29 CFR 1926, subparts D - occupational health and environmental controls; E - personal protective equipment and life safety equipment; I - personal protective equipment, respiratory protection; J - welding and cutting; L - scaffolds; M - fall protection; T - demolition; and Z - toxic and hazardous substances.

L. Protection Of Adjacent Properties: The permit holder shall at all times and at his/her own expense preserve and protect the adjoining lot(s), building(s), or structure(s) from damage or injury. (Ord. 2006-8-32, 8-3-2006)

#### **9-7-5: PUBLIC NOTICE:**

The permit holder shall inform all property owners within two hundred fifty feet (250') of the perimeter of the property subject to the demolition permit of the pending demolition work at least seven (7) days prior to the commencement of demolition. Notification shall be by first class mail. (Ord. 2006-8-32, 8-3-2006)

#### **9-7-6: CONTRACTOR REGISTRATION; BOND/LETTER OF CREDIT:**

- A. Any contractual firm performing demolition work under contract shall comport to the requirements for registration as provided in this title.
- B. For demolition work being performed by the owner of record without assistance of a contractor or subcontractor, no demolition permit shall be issued until:
1. The applicant files with the village of Winfield building department an indemnifying bond issued by a company approved and authorized to issue bonds by the state of Illinois or letter of credit in a form suitable to the village of Winfield in an amount of ten thousand dollars (\$10,000.00) or payable to the village of Winfield, for the use to complete demolition work in the event that the permit holder fails to complete said demolition within one year from the date of commencement.
  2. The applicant shows proof of general liability insurance in the forms of certificate of insurance and a letter from the insured's carrier to adequately cover claims for damages that could result from performance of demolition work by the owner of record. The minimum level of general liability coverage shall be five hundred thousand dollars (\$500,000.00) aggregate. (Ord. 2006-8-32, 8-3-2006)

#### **9-7-7: PENALTY:**

Any person or firm who shall violate a provision of this chapter, or fail to comply therewith, or with any of the requirements thereof shall be fined not less than two hundred fifty dollars (\$250.00) nor more than seven hundred fifty dollars (\$750.00). Each day that a violation occurs, or is permitted to continue by the violator, shall be considered a separate offense. (Ord. 2006-8-32, 8-3-2006)

