

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) (Residential is exempt.)
- 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).

DEMO FEES: \$220

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

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

10% Admin Fee

STATE OF ILLINOIS DEMOLITION/RENOVATION/ASBESTOS PROJECT NOTIFICATION FORM

Environmental Protection Agency (IEPA): Projects of at least 160 sq./ft or 260 linear ft., or 1 cubic meter and all demolition projects shall be submitted to IEPA. This form shall be submitted for all original notifications and revisions to IEPA (\$150) Attach Illinois E-Pay receipt if paid electronically.

Illinois Department of Public Health (IDPH): Abatement projects greater than 3 sq./ft and or 3 linear ft. up to 160 sq.ft or 260 linear feet and all school projects shall be submitted to IDPH. This form shall be submitted for all original notifications and revisions to IDPH (no fee).

Cook County (excluding the City of Chicago): All projects in Cook County must notify Cook County Environmental Control & IEPA if applicable. This form and appropriate fee shall be submitted for all original notifications to Cook County (\$200). A Cook County Revision Form must be used to cancel an asbestos permit.

City of Chicago: All projects in the City of Chicago, except residential renovations in buildings with fewer than two dwelling units, must notify the City & IEPA if applicable. This form and appropriate fee shall be submitted for all notifications to the City of Chicago (see bottom pg 2 for fee amount).






Copies of this form may be found at: www.ienconnect.com/enviro

Date: _____		Illinois E-Pay Authorization Code (IEPA Only): _____		
TYPE OF NOTIFICATION: <input type="checkbox"/> original <input type="checkbox"/> demolition <input type="checkbox"/> renovation <input type="checkbox"/> cancellation <input type="checkbox"/> revision <input type="checkbox"/> ordered demolition <input type="checkbox"/> annual				
Check Type of Project Below: <i>(Check all that apply.)</i>				
<input type="checkbox"/> Friable School Project <input type="checkbox"/> Non-Friable School Floor Tile Project <input type="checkbox"/> Commercial Public Building (Friable & Non-Friable)				
Revised by: <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Project Designer #of times revised: _____ List Section #'s being revised: _____				
1. FACILITY INFORMATION:				
Facility name: _____		School Bldg ID: _____		
Location of Asbestos Containing Material (ACM) in Structure: _____				
Bldg Size: _____	Sq.Ft.: _____	#Flrs: _____	Age: _____ Present Use: _____	
Prior Use: _____		Future Use (demo) _____		
Address: _____		City: _____	County: _____ Zip: _____	
Contact: _____		Phone: _____		
2. FACILITY OWNER OR SCHOOL DISTRICT: <i>(Tip: Complete for all projects Commercial/Public or Schools)</i>				
Facility Owner Name: _____		Address: _____		
City: _____	State: _____	Zip: _____	Contact: _____ Phone: _____	
Copies of abatement permission and written verification certification to all building occupants and users from the building owner or school board shall be submitted for IDPH public and private school facilities as required by Section 855.350 of the IDPH Asbestos Code.				
3. ASBESTOS CONTRACTOR NAME: _____ ID#: _____				
Address: _____		City: _____	State: _____ Zip: _____	
Contact: _____		Phone: _____		
4. DEMOLITION CONTRACTOR NAME:				
Address: _____		City: _____	State: _____ Zip: _____	
Contact: _____		Phone: _____		
5. ABATEMENT INFORMATION: Is Asbestos Present? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Description of Planned Demolition or Renovation Work and Methods to be Employed Including Demolition or Renovation Techniques: _____ _____ _____				
Description of Work Practice(s) and Engineering Controls used to Prevent Emissions at the Demolition or Renovation Site: _____ _____ _____				
6. Quantities:				
	Regulated Asbestos Containing Material to be removed (RACM)	Non-friable asbestos not to be removed (demolition) CAT I	Non-friable asbestos to be removed CAT II	TOTAL ASBESTOS TO BE REMOVED
Pipes (Ln. Ft.):				
Surface Area (Sq. Ft.):				
Volume (Cu. Ft.):				
<i>Tip: CAT I non-friable ACM are asbestos-containing resilient floor coverings (vinyl asbestos tile (VAT), asphalt roofing products, packing and gaskets. All other non-friable ACM are considered CAT II non-friable ACM. (RACM) is (a) friable asbestos material, (b) Category I non-friable ACM that has become friable, (c) Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting or abrading, or (d) Category II non-friable ACM that has a high probability of becoming or has become crumbled, pulverized or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.</i>				
7. ABATEMENT START DATE: _____		Finish Date: _____	Work hours: AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>
AND/OR DEMOLITION START DATE: _____		Finish Date: _____	Work hours: AM <input type="checkbox"/> PM <input type="checkbox"/>	AM <input type="checkbox"/> PM <input type="checkbox"/>
Working Weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No		Working Evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Tip: Ten day notification requires at minimum, ten (10) working days (Monday-Friday including holidays) prior to the commencement date. Ten days begin with the US postmark date or date received in office by commercial services or hand delivery. IEPA, City of Chicago, and Cook County cannot accept faxed copies, however, IDPH will accept faxed submissions. Phased projects will not be accepted.</i>				

8. PROJECT DESIGNER ID#: 100-		Name:	
Complete Project Designer Name and License ID# if this project was designed by a Designer.			
9. INSPECTOR ID#: 100-		Name:	
<i>Tip: If procedure utilized is visual inspection, the inspector ID# must be provided.</i>			
10. PROCEDURE, INCLUDING ANALYTICAL METHOD, USED TO DETECT THE PRESENCE OF ASBESTOS			
Name of Analytical Testing Laboratory:			
11. ASBESTOS PROJECT MANAGER ID#: 100-		Name:	
12. AIR SAMPLING PROFESSIONAL ID#: 100-		Name:	
13. DISPOSAL SITE/LANDFILL NAME:			
Address:		Contact:	
City:	State:	Zip:	Phone:
14. WASTE TRANSPORTER/NAME:			
Address:		Contact:	
City:	State:	Zip:	Phone:
15. IS DEMOLITION ORDERED BY A GOVERNMENT AGENCY? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>(If yes, a signed copy of Order must be attached.)</i>			
Government representative ordering the activity:			
Title:	Date of Order:	Order Demolition Date:	
16. FOR EMERGENCY RENOVATION:			
Date and hour of emergency (mm/dd/yy):		AM <input type="checkbox"/> PM <input type="checkbox"/>	
Describe sudden unplanned event. (example: boiler explosion) Explain how the event caused unsafe conditions or would cause equipment failure or an unreasonable financial burden.			
17. Description of procedures to be followed in the event that unexpected asbestos is found or previously non friable asbestos material becomes crumbled, pulverized or reduced to powder.			
I certify that at least one representative trained in the provisions of 40 CFR Part 61, Subpart M, shall be on site during demolition or renovation, having in his or her possession for inspection, evidence that the requisite training has been accomplished.			
CERTIFICATE # _____		NAME OF TRAINING COURSE _____	
I certify the above information is correct.			
Signature of Demolition/Abatement Contractor or the Owner		Date	
Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h)).			
<i>Tip: All notification forms must be hand signed and dated. Hand stamps are not acceptable. IEPA and Cook County require original signatures on their notification forms. IDPH will accept photocopies. All notifications submitted to IEPA, City of Chicago, & Cook County must be accompanied by the appropriate fee. There is no fee for notification to IDPH.</i>			

For Cook County Departmental Use Only.			
Date Received CCDEC:	Post Mark Date:	Input Into Computer:	
Inspection Fee Received:	Inspection Priority: Top <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/>	Must be Inspected:	
Date(s) of Inspections:			
Inspection Report Attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Violation Copies Attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>

The Illinois EPA is authorized to require, and you shall disclose, the information requested on this Agency form utilizing this form pursuant to the Illinois Environmental Protection Act (Act), 415 ILCS 5. Failure to disclose the requisite information on this Agency form may result in your notification being denied, and/or penalties being imposed as provided for in the Act, 415 ILCS 5/42-45.

 <p>Cook Co. Dept. of Env. Control 60 W. Washington, Suite 1900 Chicago, IL 60602-3004 \$200 filing fee</p>	 <p>Submit this form to the appropriate agencies:</p>	 <p>IL Department of Public Health 525 W. Jefferson St. Springfield, IL 62761 (FAX: 217-785-5897)</p>
 <p>IL Environmental Protection Agency P.O. Box 19276 MC 41 1021 N. Grand Ave East Springfield, IL 62794-9276 \$150 fee (Attach payment or Illinois E-Pay receipt if paid electronically.)</p>	 <p>Chicago Department of Public Health Permitting and Inspections 333 S. State St., Room 200 Chicago, IL 60604</p>	<p>Fees apply as follows: Residential Unit with less than 4 units . . . \$300.00** Residential Units with 4 units or more . . . \$450.00 Commercial/Industrial facilities. \$600.00</p> <p>** except that asbestos abatement in residential buildings with fewer than two dwelling units are not subject to the notice and fee requirements.</p>