

2024

## Building Demolition Permit Application



## Village of Winnebago

Last Updated:  
June 20, 2024

Reference ORD#  
2024-\_\_\_\_

## BUILDING DEMOLITION PERMIT APPLICATION

### DOCUMENTS IF UTILIZING A CONTRACTOR REQUIRED FOR FILING

1. A copy of Contractor License for contractor completing demolition. (State of Illinois)
2. Proof of ownership of property to be demolished. (e.g. deed)
3. Site plan clearly depicting what areas are to be demolished, what areas to remain and the illustrating end result of the area being demolished. Demolitions where a portion of the building will remain may require submittal of structural documents by an architect/structural engineer for analysis of the structure. A separate permit will also be required for the completion or finishing work of such a project where portions of a building remain.
4. Copies of notices provided to adjacent property owners by certified mail of the impending demolition.
5. Four Rivers Sanitation Authority, Village of Winnebago Water Department, Com Ed & Nicor gas must be contacted to verify that all utilities are properly disconnected prior to any work beginning.
6. **Checklist:** Prior to processing any Application for Demolition Permit, the following items of information must be received by the Village of Winnebago. (As listed above and below throughout application)

<input type="checkbox"/> Proof of Ownership of Property to be Demolished	<input type="checkbox"/> Demolition Contractor License
<input type="checkbox"/> Electric Cut-off Letter	<input type="checkbox"/> Bond
<input type="checkbox"/> Gas Cut-off Letter	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Certified Mail Notice of Demolition	

*Copy of letter(s) sent to adjoining property owner(s) advising of pending demolition work*

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IS THIS A VILLAGE OF WINNEBAGO INITIATED DEMOLITION: YES / NO (circle one) Provide your P.O/ Bid # \_\_\_\_\_

1. **PROJECT & OWNER INFORMATION:**

PROJECT ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_ PROPERTY P.I.N # \_\_\_\_\_

STRUCTURE TO BE DEMOLISHED: \_\_\_\_\_

**PROPERTY TYPE:** (circle one)

***RESIDENTIAL (1 OR 2 FAMILY) / COMMERCIAL / INDUSTRIAL / MULTIFAMILY DWELLING***

OWNER(S) NAME(S): \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OWNER(S) ADDRESS(ES): \_\_\_\_\_ ZIP: \_\_\_\_\_

*\*If additional owners, please list above for each owner, and attach on an additional sheet if necessary.*

2. **DEMOLITION CONTRACTOR INFORMATION: (If applicable)**

ARE YOU OUTSOURCING THIS BID TO ANOTHER CONTRACTOR? YES/ NO

IF YES, PROVIDE COMPANY NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ CELL#: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

COST OF DEMOLITION: \$ \_\_\_\_\_

What will be put in place of the demolished structure(s)(topsoil & seed, pavement, etc)

\_\_\_\_\_

EXPECTED START DATE OF DEMOLITION: \_\_\_\_\_

EXPECTED END DATE/COMPLETION: \_\_\_\_\_

**FLOOR AREAS:**

TOTAL BUILDING AREA ON ALL FLOORS \_\_\_\_\_ Sq.Ft.

TOTAL FLOOR AREA TO BE DEMOLISHED \_\_\_\_\_ Sq.Ft.

REMAINING FLOOR AREAS: \_\_\_\_\_ Sq.Ft.

**NUMBER OF STRUCTURES TO BE DEMOLISHED:**

Commercial structures: \_\_\_\_\_

Residential Structures: \_\_\_\_\_

Accessory Structures: \_\_\_\_\_

Building Height: \_\_\_\_\_ Ft. (mean height of highest roof from mean grade)

NUMBER OF STORIES ABOVE GRADE: \_\_\_\_\_

BASEMENT: YES / NO

**\*\*IF YES- ALL BUILDING MATERIALS INCLUDING THE BASEMENT FOUNDATION MUST BE REMOVED FROM THE PROPERTY. IN ADDITION, THE BASEMENT HOLE MUST BE FILLED WITH CLEAN BACKFILL. FAILURE TO COMPLY MAY RESULT IN FINES.**

TOTAL BUILDING DIMENSIONS: WIDTH: \_\_\_\_\_ ft LENGTH: \_\_\_\_\_ ft

**BONDING REQUIREMENT:**

Bond Amount: \$ \_\_\_\_\_

*Bond amount at a minimum will mirror the cost of the demolition but will be no less than \$25,000.00. A higher bond amount may be set by the village building official, with possible consultation with the public works director and/or the village engineer and with the written approval of the village administrator.*

Name (Print): \_\_\_\_\_

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

## **RULES AND CONDITIONS FOR DEMOLITION**

### **PART 1 - GENERAL**

#### **1.01 DESCRIPTION OF WORK**

Unless directed otherwise by the Village Building Official in writing the Contractor shall:

- A. Remove and properly dispose of all structures, trash, rubbish, basement walls, floors, foundations, sidewalks, steps and driveways from the specified parcel.
- B. Remove any fuel tanks, outdoor toilets and septic tanks, cisterns, meter pits, and plug or abandon wells.
- C. Remove the materials from the demolition site in accordance with federal, state, and local regulations.
- D. Remove and legally dispose of appliances and other items that may contain refrigerants. Appliances and other items that may contain refrigerants include, but are not limited to, refrigerators, freezers, dehumidifiers and portable or central air conditioners.
- E. Remove and legally dispose of mercury-containing materials including fluorescent, high-pressure sodium, mercury vapor, metal halide light bulbs, and thermostats containing a liquid filled capsule. PCB-containing materials include capacitors, ballasts, and transformers where the component is contained within a metal jacket and does not have a specific, legible label stating no PCBs are present.
- F. Disconnect all utility services before demolition.
- G. Perform site clearance, grading and restoration.
- H. Complete the demolition work in accordance with these technical specifications.

#### **1.02 PROTECTION OF THE PUBLIC AND PROPERTIES**

##### **A. Littering Streets:**

- 1. The Contractor shall be responsible for removing any demolition debris or mud from any street, alley or right-of-way resulting from the execution of the demolition work. Any cost incurred by the Village in cleaning up any litter or mud shall be charged to the Contractor and be deducted from funds due for the work.
- 2. Littering of the site shall not be permitted.
- 3. All waste materials shall be promptly removed from the site.

##### **B. Street Closure:**

- 1. If it should become necessary to close any traffic lanes, it shall be the Contractor's responsibility to acquire the necessary obstruction permits and to place adequate barricades and warning signs as required by the Village.
- 2. Street or lane closures shall be coordinated with the appropriate Village Representative.

**C. Protection of the Public by the Contractor:**

1. **Sidewalks:** The Contractor shall be responsible for any damage to public sidewalks abutting or adjacent to the demolition properties resulting from the execution of the demolition work. Contractor shall obtain all permits and pay any fees.
2. **Pedestrian Access:** It shall be the Contractor's responsibility to place and construct the necessary warning signs, barricades, fencing and temporary pedestrian sidewalks, as directed by the Village; and to maintain alternate pedestrian access for sidewalks around the demolition site.
3. **Temporary Fence:** Temporary fence shall be erected around all excavation, dangerous building(s) or structure(s) to prevent access to the public. Such fence shall be at least four feet high, consistently restrictive from top to grade, and without horizontal openings wider than two inches. The fence shall be erected before demolition and shall not be removed until the hazard is removed.

**D. Demolition Hours:**

1. The Contractor shall comply with any restrictions to working hours.
2. The Contractor shall comply with all applicable ordinances.

**E. Noise Pollution:**

All construction equipment used in conjunction with this project shall be in good repair and adequately muffled. The Contractor shall comply with any noise pollution requirements of the Village.

**F. Dust Control:**

The Contractor shall comply with applicable air pollution control requirements of the Village. The Contractor shall take appropriate actions to minimize atmospheric pollution. To minimize atmospheric pollution, the Village shall have the authority to require that reasonable precautions be taken to prevent particulate matter from becoming airborne. Such reasonable precautions shall include, but not be limited to:

1. The use of water or chemicals for control of dusts in the demolition of existing buildings or structures, construction operations, the grading of roads, or the clearing of land.
2. Covering, at all times when in motion, open-bodied trucks transporting materials likely to give rise to airborne dusts.

**G. Requirements for the Reduction of Fire Hazards:**

1. **Removal of Material:** Before demolition of any part of any building, the Contractor shall remove all volatile or flammable materials, such as gasoline, kerosene, benzene, cleaning fluids, paints or thinners in containers, and similar substances.
2. **Fire Extinguishing Equipment:** The Contractor shall be responsible for having and maintaining the correct type and class of fire extinguisher on site. When a cutting torch or other equipment that might cause a fire is being used, a fire extinguisher shall be placed close at hand for instant use.
3. **Fires:** No fires of any kind will be permitted in the demolition work area.

4. **Hydrants:** No material obstructions or debris shall be placed or allowed to accumulate within fifteen feet of any fire hydrant. All fire hydrants shall be accessible at all times.
5. **Debris:** Debris shall not be allowed to accumulate on roofs, floors, or in areas outside of and around any structure being demolished. Excess debris and materials shall be removed from the site as the work progresses.
6. **Telephone Service:** The Contractor shall arrange for access to and use of, during working hours, one or more telephones in the vicinity of the work site for the purposes of making calls in case of fire or other emergencies, and shall keep all personnel on the job, and the local jurisdiction informed of the location of such telephones. The Contractor's foreman, or at least one regular member of each shift, shall be charged with the responsibility of promptly calling emergency services when necessary. The same person shall be required to inspect the building and the site frequently for possible fires or fire-producing conditions and to apply appropriate corrective action, particularly at the close of work each working day.

**H. Protection of Public Utilities:** The Contractor shall not damage existing fire hydrants, street lights, traffic signals, power poles, telephone poles, fire alarm boxes, wire cables, pole guys, underground utilities or other appurtenances in the vicinity of the demolition sites. The Contractor shall pay for temporary relocation of utilities, which are relocated at the Contractor's request for his convenience.

**I. Protection of Adjacent Property:**

1. The Contractor shall not damage or cause to be damaged any public right-of-way, structures, parking lots, drives, streets, sidewalks, utilities, lawns or any other property adjacent future demolition. The Contractor shall provide such sheeting and shoring as required to protect adjacent property during demolition. Care must also be taken to prevent the spread of dust and flying particles.
2. The Contractor shall restore existing agricultural drain tiles or roadway subdrains that are cut or removed to parcels released for demolition whether or not the property is scheduled for, including drainable backfill, to original condition. Repairs shall be subject to approval by the property owner where applicable, and by the Village.

**1.03 RISK OF LOSS**

The Contractor shall accept the site in its present condition and shall inspect the site for its character and the type of structures to be demolished. The Village assumes no responsibility for the condition of existing buildings, structures, and other property within the demolition area.

**1.04 VACATING OF BUILDINGS**

The structures shall be vacated before the Contractor begins work. In case the Contractor finds that any structure is not vacated, the Contractor shall immediately notify the Village and shall not begin demolition or site clearance operations on such property until further directed by the Village.

**1.05 PERMITS AND FEES**

The Contractor shall obtain all the necessary permits and pay all permit fees that are required by the Village in conjunction with the demolition work.

## **PART 2 - EXECUTION**

### **3.01 DEMOLITION SCHEDULE**

The Contractor shall be responsible for providing the Village with a minimum of 24 hours advance notification prior to beginning the execution of demolition of any structure.

### **3.02 SALVAGE OF DEMOLITION MATERIALS**

- A. The Contractor shall be allowed to salvage demolition materials only from property. The property ownership will be shown in the permit documents.
- B. No salvage shall be permitted on non-owned property.
- C. All buildings, building materials, and equipment resulting from this work shall become the property of the Contractor, and shall be removed from the premises at once. Salvaged material shall be removed immediately from the premises, right-of-way, streets or alleys.
- D. The Contractor may recycle demolition debris at a licensed or permitted recycling center; however, all other debris must be disposed of at a licensed or permitted disposal facility.

### **3.03 DEMOLITION AND REMOVALS**

#### **A. Structural Parts of Buildings:**

- 1. No wall or part thereof shall be permitted to fall outwardly from any building except through chutes or by other controlled means or methods, which will ensure safety and minimize dust, noise and other nuisance.
- 2. Subject to site restrictions, outside chimneys or outside portions of chimneys shall be raised in advance of general demolition of each building. Any portion of a chimney inside a building shall be razed as soon as it becomes unsupported by reason of removal of other parts of the building.
- 3. Any part of a building, whether structural, collateral, or accessory, which has become unstable through removal of other parts, shall be removed as soon as practicable, and no such unstable part shall be left free-standing or inadequately braced against all reasonably possible causes of collapse at the end of any working day.

**B. Basements and Foundation Walls:** All basement floors, footings, and foundations shall be completely removed from the site unless specifically stated in the special provisions. The basement area is to be inspected and approved by the Village before backfilling is started. The Contractor shall ensure that no basement excavation will remain open and exposed for more than 24 hours. The Contractor shall contact the Village when removal is complete to schedule this basement inspection. Failure to do so may result in re-excavation of the basement area at the Contractor's expense.

**C. Concrete Slabs:** The Contractor shall remove all concrete slabs, asphalt, surface obstructions, masonry slabs, and appurtenances.

- D. Retaining Walls:** Retaining walls or curbs near the perimeter of parcels shall be removed unless otherwise indicated in the Contract Documents. The Contractor shall employ hand labor or other suitable tools and equipment necessary to complete the work without damage to adjacent public or private property. Where such retaining walls or curbs are removed, the embankment shall be graded to a slope of not greater than 3:1 horizontal: vertical or as directed by the Village. The cost of any tree or brush removal due to the removal and grading out of the retaining wall shall be considered incidental and shall be included in the lump sum bid for demolition.
- E. Fences:** Fences, guardrails, bumpers, signs, clotheslines, and similar facilities shall be completely removed from the site, except fences on the apparent boundary between a contract parcel and an improved non-contract parcel shall not be removed unless specifically stated in the special provisions. All posts for support shall be pulled out or dug up so as to be entirely removed.
- F. Partially Buried Objects:** All piping, posts, reinforcing bars, anchor bolts, railings and all other partly buried objects protruding from the ground shall be removed. The remaining void shall be filled with soil and compacted in accordance with these specifications.
- G. Vegetation:** The Contractor shall remove all dead trees, trees identified for removal, stumps, all trees which are not an asset to the property, bushes, vegetation, brush and weeds, whether standing or fallen, unless specifically stated otherwise by the Engineer. The Contractor shall protect all trees not removed from damage by the demolition operation. In the event that the Contractor damages a tree, it shall be repaired or removed by the Contractor as directed by the Engineer.
- H. Fuel Tanks:** Fuel tanks, above or below ground, shall be carefully removed and disposed of in a safe manner in accordance with the State Fire Marshal's regulations.
1. Fuel tanks, above or below the ground, or tanks which have been used for storage of gasoline, kerosene, benzene, oils or similar volatile materials shall be carefully removed and disposed of in a safe manner.
  2. All other tanks or receptacles shall be pumped out or emptied in a safe manner, and then shall be flushed out immediately with water, carbon dioxide or nitrogen gas until they are gas-free when checked with a "Explosimeter" or another equally efficient instrument, before the work of removal is begun.
- I. Outdoor Toilets and Septic Tanks:** Outdoor toilets and septic tanks shall be pumped out by a licensed company. The toilet building or septic tank shall be demolished and removed from the site. The excavation or pit shall be backfilled and compacted in accordance with these specifications. Septic tanks shall be broken up and removed from the site and the excavation filled in accordance with the requirements of the Village.
- J. Cisterns and Meter Pits:** Cisterns and meter pits shall be demolished and removed. The excavations shall be backfilled and compacted in accordance with these specifications.



### **3.04 WELL PLUGGING AND ABANDONMENT**

All wells shall be plugged and abandoned in accordance with the Illinois Administrative Code and local authority. An Illinois Environmental Protection Abandoned Water Well Plugging Record shall be filed upon completion of the well abandonment.

### **3.05 DISPOSAL OF DEMOLITION DEBRIS AND SOLID WASTE**

- A. Debris:** All materials, rubbish, and trash shall be removed from the demolition area leaving the basements and demolition area free of debris. Any cost incurred by the Village in cleaning up such materials and debris left behind shall be deducted from funds due the Contractor under this contract.
- B. Tires:** The Contractor shall visit the site to determine the number of tires that have been abandoned on site. If any additional tires are found on site prior to commencing demolition activity, the Contractor shall immediately notify the Village of the quantity of additional tires found on site.
- C. Disposal of Demolition Debris and Solid Waste:** All debris and solid waste shall be delivered by the Contractor to the to an approved disposal facility licensed in accordance with state and/or local regulations, laws, and zoning. The Contractor shall be responsible to pay all fees for waste disposal. The Contractor shall submit to the Village copies of all disposal tickets for each structure demolished, where available, which identify the specific address of the origin of the debris associated with each ticket. The cost of all disposal fees shall be considered the responsibility of the Contractor.
- D. Asbestos Abatement:** The handling of asbestos material is subject to all applicable state and federal mandates. The Contractor shall comply with applicable regulations regarding the handling and disposal of asbestos removed. Asbestos will be removed by a licensed abatement contractor. In the event that asbestos is discovered during demolition, the Contractor shall notify the Village and the asbestos shall be removed by a licensed abatement contractor.
- E. Demolition of Structures with Transite Siding:** All demolition debris containing transite siding shall be disposed of at an approved landfill. The Contractor shall be responsible for notifying said landfill prior to commencing demolition to allow for authorization to dispose of material at the landfill. The Contractor shall assume responsibility for the landfill fees for disposing of the demolition debris. All structures with transite siding shall be thoroughly sprayed with water during the execution of the demolition to contain airborne particles. All debris shall be thoroughly wetted prior to transporting to the landfill.
- F. Freon Removal and Disposal:** The handling of Freon containing appliances is subject to all applicable state and federal mandates and regulations. The Contractor shall be responsible for the identification and removal and disposal of the material in accordance with applicable regulations.
- G. PCB and Mercury Removal and Disposal:** The handling of any fluorescent lighting fixtures and ballasts containing PCB or mercury is subject to all applicable state and federal mandates and regulations. The Contractor shall be responsible for the removal and disposal of the material in accordance with applicable regulations.

### **3.06 BACKFILL, GRADING, AND CLEAN UP**

- A. Backfill:** When site conditions permit, as determined by the Village, on-site soil shall be used as backfill material. The top 9 to 12 inches of topsoil shall be stripped and stockpiled on site for use as final topsoil and grading material. If adequate topsoil is not available on site, the Contractor shall bring in enough topsoil from off-site to place a minimum 8 inch cover on the entire site. Excess excavation materials shall be removed from the site. Topsoil material shall not be permitted as deep fill material. Any borrow or fill material shall be approved by the Village before and during the placing of the material. All depressions on the property shall be filled, compacted, and graded to a uniform slope with adequate drainage.
- B. Compaction:** All excavations shall be backfilled with acceptable material and compacted. The Contractor shall notify the Village 24 hours in advance of placing any backfill or original backfill material so a soil sample may be obtained.
- C. Additional Fill Material:** All additional fill material shall be of equal quality to the soil adjacent to the excavation, and free of rubble or organic matter. The Contractor shall provide for a minimum depth of 8 inches of topsoil over the excavated area.
- D. Hand Labor:** The Contractor shall employ hand labor where the use of power machinery is unsafe or unable to produce a finished job. Hand labor shall also be used to clean the site of any debris.
- E. Grading:** The site shall be graded to conform to all surrounding areas and shall be finished to have a uniform surface that shall not permit ponding of water. The Contractor shall grade and shape the site to drain; complete fine grading and final clean up as part of the lump sum price for demolition.
- F. Final Cleaning Up:** Before acceptance of the demolition work, the Contractor shall remove all unused material and rubbish from the site of the work, remedy any objectionable conditions the Contractor may have created on private property, and leave the right-of-way in a neat and presentable condition. The Contractor shall not make agreements that allow salvaged or unused material to remain on private property. All ground occupied by the Contractor in connection with the work shall be restored. Restoration shall include appropriate smoothing to its original condition and seeding of the area.

On demolition sites where seeding will be delayed because of the allowable seeding dates, the Contractor shall complete fine grading and shaping of the site to leave the site in a neat and presentable condition subject to the approval of the Village.

Final cleaning up shall be subject to approval of the Engineer and in accordance with applicable regulations.

### **3.07 SANITARY SEWER AND WATER SERVICE DISCONNECTIONS**

- A. Sanitary Sewer Service Disconnection:** All sanitary sewer services shall be disconnected and plugged in conformance with Four Rivers Sanitation Authority requirements by licensed plumber, and inspected and approved by the Jurisdiction's Plumbing Inspection Division prior to demolition or excavation.
- B. Water Service Disconnection:** All water services and stubs for the buildings or properties within the demolition work shall be disconnected in conformance with local regulations by a licensed plumber and inspected and approved by the Engineer.

**C. Backfill and Compaction within Village Right-of-way:**

1. **Streets:** Unless stipulated otherwise in the Contract Documents, the Contractor shall backfill, compact as specified and patch the surface of all excavations made in streets. This cost shall be paid by the Contractor.
2. **Village Right-of-way:** All areas within the Village right-of-way (including parking and sidewalk areas) shall be compacted in conformance with Village Unified Development Ordinance requirements, graded and seeded.

**3.08 SEEDING**

All disturbed areas associated with the work shall be seeded seeding shall include preparation of the seedbed, furnishing and installing seed, fertilizer and mulch, maintenance, and guarantee for completed seeded areas. Areas reseeded under the warranty shall be warranted for an additional 1 year.

**3.09 SAFETY AND FENCING**

- A. **Safety:** The Contractor shall comply with all applicable current federal, state and local safety and health regulations.
- B. **Safety Fencing:** The Contractor shall furnish and place a safety fence around the site of the work adequate to secure the demolition site, including any resulting debris or excavation, and to prevent pedestrian access. The safety fence shall remain in place until the demolished materials are removed from the site and all holes or excavated areas are backfilled. The fencing material shall remain the property of the Contractor.

**3.10 AUTHORIZED WORKERS**

Only the Contractor and its employees are allowed to demolish, dismantle, detach or dispose of any part of the demolition structure or its contents.

**3.11 DAILY CLEAN-UP OF RIGHT-OF-WAY AND PRIVATE PROPERTY**

At the end of each workday, the Contractor shall clean sidewalks, streets, and private property of any debris caused by the demolition operation.