



DEMOLITION CHECKLIST & SIGN-OFF SHEET

The City of Evanston requires a building permit be obtained for the demolition of all structures including detached garages (see below). To obtain a permit you will be required to provide the following:

1. **Copy of the Cook County Environment and Sustainability Demolition Permit**
(Online Application Only – www.cookcountyil.gov/environment 312-603-8215)
2. **Disconnection sign-offs from all the utilities** (use SIGN-OFF SHEET on p. 2).
NOTE: Sewer and Water Service Disconnection requires a separate building permit. See Water and Sewer Demolition Worksheet.
3. **Installation AND INSPECTION of an 8-foot high construction fence** enclosing the site.
NOTE: Construction Fence requires a separate building permit. See Construction Fence Worksheet for requirements.
4. **A Soil Retention System may be required depending upon structure's distance from property lines. Contractor must have retention material on site if immediate shoring is needed.**
NOTE: If required, a Soil Retention System requires a separate building permit.
5. **Proof of notification to the adjacent properties.** Provide certified letter receipts. **Secondary notification, by mail or door hanger, required if work does not begin within 7 days of initial (or any subsequent) notification.**
6. **Photographs of front and rear of structure to be demolished.**
7. **A copy of the plat of survey of building with topographical/grading delineating existing grades of the property.**
8. **Obtain a Right of Way permit for any street/sidewalk obstruction or dumpster placement as required by Capital Planning & Engineering Bureau (847) 448-4311.**
9. **Provide storm water pollution prevention measures as directed by the Capital Planning & Engineering Bureau City Engineer.**
10. **Submittal of Rodent Control Letter from licensed pest control contractor certifying structure and premises are rodent free.**
11. **Payment of Affordable Housing Tax – Residential only. See next page for details.**

*Once a permit for demolition has been issued, the construction site and all City property must be kept clean. The site must remain protected with the **8-foot high in-ground construction fence** until the site has been graded and all equipment has been removed.*

An inspection is required after the footing/foundation has been removed to verify removal. A final inspection is required after the site has been backfilled, graded and seeded/sod. Seeding must take place within 15 days of demolition and the construction fencing must be removed within 15 days of seed/sod. Call 847-448-4311 to schedule inspections. Please refer to Title 4, Chapter 4-2-2 of the City Code for demolition procedures and requirements.

For a **Detached Garage Demolition Permit**, please submit:

1. Building permit application (include cubic footage of garage)
2. Cook County Environment and Sustainability Demolition permit

RESIDENTIAL AFFORDABLE HOUSING DEMOLITION TAX

A person granted a permit for demolition of a residential structure shall pay an affordable housing demolition tax of:

- (1) \$16,380 for the demolition of any single-family detached residential structure, or
- (2) The greater of \$16,380 or \$5,460 per unit for the demolition of any multi-family, single-family attached or two-family residential structures.

*For additional information regarding this tax go to website <http://www.cityofevanston.org>.
City Code – Title 4: Building Regulations – Chapter 18: Affordable Housing Demolition Tax.
See 4-18-3(B) for structures not subject to the Affordable Housing Demolition Tax.*

Note: Removal, demolition or deconstruction of 50% or more of a residential structure is deemed a demolition and subject to the Affordable Housing Tax and other new construction requirements. If performing a partial demolition, complete and submit a Demolition Calculation Worksheet with the project’s building permit application and construction drawings. Tax is not applicable to projects where interior building elements only are being removed or altered.

DEMOLITION SIGN-OFF SHEET

YOU MAY PHOTOCOPY THIS SIGN-OFF SHEET TO OBTAIN THE SIGNATURES OF ONE OR ALL OF THE UTILITIES AFTER THE REQUIRED DISCONNECTS ARE PERFORMED. ALL SIGN-OFFS ARE REQUIRED PRIOR TO ISSUANCE OF DEMOLITION PERMIT.

ADDRESS OF STRUCTURE(S) TO BE DEMOLISHED _____

VOLUME (LxWxH) OF STRUCTURE IN CUBIC FEET _____

The fee for demolition permits shall be computed on the cubic volume of the building or structure to be demolished as follows: Fifty dollar (\$50.00) basic fee plus fifty dollars (\$50.00) for each one thousand (1,000) cubic feet of volume for commercial and residential structures and fifty dollar (\$50.00) basic fee plus ten dollars (\$10.00) for each additional one thousand (1,000) cubic foot of volume for accessory structures. The cubic volume shall include the basement and/or cellar.

SIGNATURE OF PROPERTY OWNER _____ **TELEPHONE** _____

<u>UTILITY</u>	<u>TELEPHONE #</u>	<u>SIGNATURE & DATE</u>
NICOR	<u>1-800-730-6114</u> or 1-888-642-6748	_____
COM-ED	Residential <u>1-800-EDISON-1</u> Commercial 1-800-NEW-ELEC	_____
WATER DEPARTMENT	<u>847-448-4311*</u>	_____
SEWER DEPARTMENT	<u>847-448-4311**</u>	_____
RIGHT OF WAY IMPACT	<input type="checkbox"/> YES <input type="checkbox"/> NO <u>847-448-4311</u>	_____
COMMUNITY DEVELOPMENT	<u>847-448-4311</u>	_____

(Director sign-off after all requirements are met)

Per franchise agreement, Groot Industries is the City’s dumpster supplier, please contact at 800 244-1977
* The City Water Department must perform the water disconnects and removal of water meters. Permit is required for use of City hydrant during demolition. Contact the Water Division.
** The City Plumbing Inspector must be present for the sewer disconnects. Please schedule a minimum of 48 hours in advance.

3303.4.1: Wrecking, Demolishing, or Razing of Structures:

- 1) Prior to the issuance of any permit for the wrecking, demolishing, or razing of any building or other structure, the owner of said structure shall deposit, in escrow, funds in an amount deemed sufficient by the Director of Community Development to secure the owner's obligations to grade, place topsoil, seed, sod, and/or fence any unimproved surface. Should the owner and/or owner's successor(s) in interest fail to perform said duties, the City may draw on said funds to complete them.
- 2) Prior to the start of demolition work, the owner and/or owner's successor(s) shall deliver all water meters on the property to the Utilities Department.
- 3) Demolition work shall not begin until site has been inspected by the City for placement of temporary fencing and temporary tree protection, and any related measures implemented.
- 4) Demolition work shall not begin until the owner and/or owner's successor(s) 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 to minimize the creation of air-borne dust and debris.
- 5) Written notice stating the date on which work is to begin shall be given to the Director of Community Development and to owners/occupants of adjoining property at least forty-eight (48) hours before beginning the wrecking, demolishing, or razing of any building or other structure.
- 6) During demolition, any temporary structure erected adjacent to or on any public way, used as temporary storage for debris and wreckage, shall be outfitted with reflective orange material outlining every top and bottom corner of said temporary structure, which reflective material will be visible when struck by headlight beams three hundred feet (300') away at night. Said markings shall be approved by the City Engineer.
- 7) All foundations and footings associated with the demolished structure shall be removed in the course of demolition.
- 8) Debris caused from the demolition of a building or structure in excess of that required to fill openings shall be removed from the site as wrecking progresses. Salvaged material, if left on the premises, shall be stored neatly. Debris shall be kept from adjacent properties and public ways at all times.
- 9) On completion of demolition, all debris, equipment and temporary protections shall be removed from the site. In no case shall demolition debris be allowed to remain on the site longer than seven (7) days after the structure has been demolished.
- 10) On completion of demolition, owner and/or owner's successor(s) 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.
- 11) On completion of demolition, the property owner and/or owner's successor(s) in interest shall fill with clean inorganic material with the upper eight inches (8") filled in friable topsoil and graded to the level of sidewalks, alleys, or adjoining property with allowance for settlement.
- 12) On completion of demolition, the property owner and/or owner's successor(s) in interest shall schedule and permit an inspection by the Building Official to determine compliance with the City Code.
- 13) Unless construction of a new structure on the site commences within sixty (60) days of completion of demolition, the property owner and/or owner's successor(s) shall seed the property with grass or place sod thereon no later than fifteen (15) days after completion of demolition. The temporary construction fence shall be removed no later than fifteen (15) days after such seeding or sodding.