

# City of St. Charles Demolition



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)  
630.443.4638 (Fax)  
<http://www.stcharlesil.gov>

*Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division: Monday (8 AM to 6 PM) Tuesday through Friday (8 AM to 4:30 PM) at 630.377.4406*

A building permit is required prior to any demolition of a structure. The following are guidelines and comments for obtaining a building permit.

## **Application and Drawings Procedures:**

- ▶ An application is to be filled out and submitted to the Building & Code Enforcement Division. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- ▶ Nine (9) copies of the plat of survey of the site for demolition are to be submitted with the application.
  - The application along with a copy of the survey will be forwarded to the following departments: Electric, Water, Sewer, Public Works City Arborist, Water Meter (application only), Engineering, Development Engineering Division, Fire Prevention and Historic Preservation Commission (if property is within the Historic District) for their review and comments. The building permit will not be issued until all reviews are completed.
- ▶ Our goal is to complete the review of your building permit within 10 working days.

**Application – Permit Fees:** (All payments are to be made either in the form of cash, check, or money order):

- Residential: **\$300.00** – due at time of submittal.
- Non-Residential: **\$425.00** – due at time of submittal
- All partial demolitions that do not include disconnect of any utility service  
–Base fee of **\$50.00** – due at time of submittal

## **Homeowner – Contractor Responsibilities:**

- ✓ It is the responsibility of the applicant to arrange for the utilities to be disconnected. The information is to be recorded on the second page of the application under the Utility Disconnection Information Section. Be advised a building permit will not be issued until all utility services have been disconnected. **A letter is required to the attention of the Building & Code Enforcement Division from NICOR Gas Company advising of the completion of the disconnection from the subject property.**



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**Application for DEMOLITION Permit**  
**Please Print**

**Application Date:** \_\_\_\_\_

**Permit No.** \_\_\_\_\_

**Parcel No.** \_\_\_\_\_

**Please check which use this demolition application is for:**

- Residential**
- Non-Residential**
- Partial Demolition (does not include disconnect of any utility services)**
- Anticipated date of demolition:** \_\_\_\_\_

**Please submit the following:**

- Complete filled out and signed application
- Nine (9) copies of the plat of survey
- Submittal fee:
  - Residential (Submittal fee \$300.00)
  - Non-Residential (Submittal fee \$425.00)
  - Partial Demolition (Submittal fee \$50.00)

**Building – Property Information**

**Site Address:** \_\_\_\_\_

Building Dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Square footage of building: \_\_\_\_\_ Estimated cost of demolition: \_\_\_\_\_

**Name of Business that will Occupy Space:** \_\_\_\_\_

**Is the property located in the Historic Preservation District? Yes:** \_\_\_\_\_ **No:** \_\_\_\_\_

**Property Owners Information**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
\_\_\_\_\_

**Contractor Information**

**Demolition Contractor Information:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
\_\_\_\_\_

**Contractor/Person who is responsible for sealing sewer connection:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 \_\_\_\_\_ License No. \_\_\_\_\_

**Utility Disconnection Information:**

Your demolition application will be being routed to the City Departments listed below. However, it is your responsibility to contact the Sewer Division to schedule an inspection of the disconnection of the sewer service.

**City Departments:**

Electric (630.377-4407) \_\_\_\_\_  
 Water (630.377-4463) Paul Marschinke  
 Water Meter Dept. (630.377.4404) \_\_\_\_\_  
 Sewer (630.443-3925) Mike Burnett

(Date of Disconnect \_\_\_\_\_). Again, you are to contact the Sewer Division to arrange an inspection of the service when it has been disconnected)

**It is the responsibility of the owner/applicant to contact the outside utility companies to arrange for the removal of their equipment and services. A letter is required to the attention of the Building & Code Enforcement Division from NICOR Gas Company advising of the completion of the disconnection from the subject property.**

UTILITY	Person Contacted	Date of Contact	Date of Disconnect
<b>Outside Agencies:</b>			
NICOR (gas)	_____	_____	_____
SBC/Telephone	_____	_____	_____

Anticipated date of demolition: \_\_\_\_\_

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**REPORT OF THE BUILDING OFFICIAL**

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

<b>For Office Use</b>
Received _____
Fee Paid \$ _____
Receipt # _____
Check # _____

**Date that copies of application were distributed to:**

Electric: \_\_\_\_\_ Engineering: \_\_\_\_\_ Fire Prevention: \_\_\_\_\_  
 Meter: \_\_\_\_\_ PW Arborist \_\_\_\_\_ Historic Preservation: \_\_\_\_\_  
 Sewer: \_\_\_\_\_ Water: \_\_\_\_\_ Development Engineering \_\_\_\_\_

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_