

# City of St. Charles Demolition



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

**Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:  
Monday 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.

## Check List for Submittal of Application:

- An application is to be filled out and submitted to the Building & Code Enforcement Division. The contractor's names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- Seven (7) copies of the plat of survey of the site for demolition are to be submitted with the application for full demolitions.
- Three (3) copies of the demolition detailed plans are to be submitted with the application for interior partial demolitions.
- The application along with a copy of the survey will be forwarded to the following departments: Building and Code Enforcement, Electric, Environmental Services, Fire Prevention, Engineering/Public Works, Development Engineering Division, and Water Meter Division (application only) for their review and comments. The building permit will not be issued until all reviews are completed.
- For commercial or industrial project, an Environment Phase I document is to be submitted.
- A copy of the contract that provides details on the scope of the work.
- Provide a copy of Letter of Disconnect of the gas service from NICOR.
- The permit fees are to be paid at time of application submittal. Payments can be made by cash, check or credit cards. Credit cards may only be accepted in our office.
  - Residential Demolition: \$350.00**
  - Non-Residential Demolition: \$460.00**
  - Partial Demolitions – Partial Building or Interior Only: \$100.00**
- Our goal is to complete the review of your building permit within 10 working days.
- Securing the property by means of security fencing or other means shall be necessary.

**\*Applications missing submittal items will not be accepted.**

**Building Codes:**

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2021 International Residential Code w/amendments
- 2021 International Building Code w/amendments
- 2021 International Fire Code w/amendments
- 2021 International Fuel Gas Code w/amendments
- 2021 International Mechanical Code w/amendments
- 2021 International Swimming Pool and Spa Code w/amendments
- 2021 International Property Maintenance Code w/amendments
- 2018 International Energy Conservation Code w/amendments
- 2021 International Existing Building Code w/amendments
- 2020 National Electric Code w/amendments
- 2014 State of Illinois Plumbing Code w/amendments

**Call (630) 377-4406 to schedule inspections at least 24-48 hours before they are needed. Inspections will be scheduled based on availability. Required inspections will be listed on the permit conditions.**

**Call J.U.I.L.E (811) or (800) 892-0123 Before you Dig - Prior to any digging to locate any underground utilities.**

**CITY OF ST CHARLES**  
**Application for Demolition Building Permit**  
Department: Building & Code Enforcement Division  
Phone: (630) 377-4406



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

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

**PLEASE PRINT ALL INFORMATION**

I, \_\_\_\_\_, do hereby apply for a permit for the following described work

located at \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

**Description of proposed work:**

- Residential Demolition
- Non-Residential Demolition
- Partial Demolition (Interior Only or Partial Building)

**Check List for Submittal of Application:**

- Completed signed application
- Is your property located in the Historic Preservation District? Yes/No If yes, your application will need to be approved by the Historic Preservation Committee
- An Environment Phase I document – Only for Commercial or Industrial applications.
- A copy of the contract that provides details on the scope of the work.
- A copy of Letter of Disconnect of the gas service from NICOR.
- Nine (9) copies of the plat of survey of the site for demolition.
- Three (3) copies of the demolition plans for **Partial Interior demolitions.**
- Submittal fee – **Payment by cash or check payable to City of St. Charles.**
  - o **\$350.00 – Residential**
  - o **\$460.00 – Non-Residential**
  - o **\$100.00 – Partial Demolition (Interior only or Partial Building)**

**\*Applications missing Submittal Items will not be accepted.**

**Building Details:**

Building Dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Square footage of building: \_\_\_\_\_

**Owner of the Property:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Demolition Contractor:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Contractor/Person Sealing Sewer Connection:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone NO. \_\_\_\_\_

**Application for Demolition**

**Page 2**

**Utility Disconnection Information (Not applicable to interior demolition projects):**

**Your demolition application will be being routed to the City Departments listed below.**

**\*\*The sewer and water disconnect shall be scheduled and inspected by the Building and Code Enforcement inspector after the permit is issued.**

**City Departments:**

Electric (630.377-4407) \_\_\_\_\_

Water Meter Dept. (630.377.4404) \_\_\_\_\_

**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.**

<b>UTILITY</b>	<b>Person Contacted</b>	<b>Date of Contact</b>	<b>Date of Disconnect</b>
<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**

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

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

