

# City of St. Charles Demolition



Building & Code Enforcement Division  
2 East Main Street  
St. Charles IL 60174  
630.377.4406 (Office)

***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.

## **Application and Drawings Procedures:**

- ▶ 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.
- ▶ 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: Building and Code Enforcement, Electric, Water, Sewer, 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.
- ▶ 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.

## **Application – Permit Fees: All fees are to be paid in the form of check, cash or money order.**

- Residential: **\$350.00** – due at time of submittal.
- Non-Residential: **\$460.00** – due at time of submittal
- All partial demolitions that do not include disconnect of any utility service  
–Base fee of **\$100.00** – 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.**

## Inspections

### Inspections prior to permit being issued:

- Silt fence for erosion control
- Fencing of lot
- Fencing for tree protection – on lot and parkway
- Restroom facilities

### Inspections during demolition:

- Sewer and water capping (at main)
- Secure R.O.W. permit if necessary
- Final Inspection

## Building Codes:

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

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

## General Comments:

- \* Inspections shall be called a minimum of 24 hours before they become due.
- \* Call J.U.I.L.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**
  - Electric Utilities                      Red
  - Comcast (Cable)                      Orange
  - Northern Illinois Gas (NICOR)      Yellow
  - Sewer Utilities                      Green
  - Telephone Utilities                  Orange
  - Water Utilities                      Blue

**Dig number** \_\_\_\_\_ **Date notified** \_\_\_\_\_

**CITY OF ST CHARLES**  
**Application for Demolition Building Permit**



Department: Building & Code Enforcement Division

Phone: (630) 377-4406

**PLEASE PRINT**

Application Date: \_\_\_\_\_ Parcel No. \_\_\_\_\_ Permit No. \_\_\_\_\_

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

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.
- 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

**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:**

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.**

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 \$ _____
Check # _____

