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 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: 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.

Application – Permit Fees: <u>All fees are to be paid in the form of check, cash or money order.</u>

- Residential: **$305.00** – due at time of submittal.
- Non-Residential: **$430.00** – due at time of submittal
- All partial demolitions that do not include disconnect of any utility service
  –Base fee of **$55.00** – 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
- 2015 Int'l Building Code w/revisions
- 2015 Int'l Mechanical Code w/revisions
- 2014 Nat'l Electrical Code w/revisions
- 2014 IL State Plbg Code w/revisions
- 2015 Int'l Residential Code/revisions
- 2015 Int'l Fire Prevention Code/revisions
- 2015 Int'l Fuel Gas Code w/revisions
- 2015 Int'l Energy Conservation 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**_____

06/2016

CITY OF ST CHARLES

Application for Demolition Building Permit

Department: Building & Code Enforcement Division **Phone: (630) 377-4406 Fax (630) 443-4638**

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 the City of St. Charles.
  - o $305.00 – Residential
  - o $430.00 – Non-Residential
  - o $55.00 – Partial Demolition

Building Details:

Building Dimensions: Length:_____ Width:_____ Height:_____Square footage of building:_____

Owner of the Property:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Applicant:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Demolition Contractor:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

Contractor/Person Sealing Sewer Connection:

Name:_____

Address:_____

City/State/Zip Code:_____

Telephone NO._____

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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) _____
Water Meter Dept. (630.377.4404) _____
Sewer (630.443-3925) _____
(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
Outside Agencies:			
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:_____

For Office Use
Received _____
Fee Paid $_____
Receipt # _____
Check #_____

Date that copies of application were distributed to:

Electric:_____	**Engineering/PW:**_____	**Fire Prevention:**_____
Meter:_____	**Historic Preservation:**_____	**Water:**_____
Sewer:_____	**Develop Engineering:**_____	**Planning**_____