



PRE-DEMOLITION PROCEDURES

IMPORTANT – PLEASE READ CAREFULLY

1. Obtain a demolition permit from the Community Development/Building Division. Provide: Site Survey, Plat of Survey, Picture of the Structure and completed Permit Application.
2. Contact The Health Department at 630-682-7400 to submit Municipal Site Evaluation Application (see attached). Approval regarding capping of wells and/or septic field & septic tank dismantling is required for both residential and commercial demolition. Please consider commercial demolitions also require asbestos reports, from a certified asbestos inspector, with a copy submitted to the Building Division.
3. Contact Water Billing at 630-620-5920 to schedule an appointment to have the water meter removed, the b-box shut off and to obtain the final reading. Please note that the water service will not be shut off until the meter has been removed. Additionally, if you schedule an appointment to have the meter removed and your representative is not on site at the time of inspection, the meter will not be removed and a re-inspection fee of \$55 (residential)/\$68 (commercial) will be assessed. The fee must be paid prior to the removal of the meter and/or pre-demo inspection.
4. Water service lines shall be disconnected at the Village's water main and have the b-box removed. Private Engineering Services (PES) may allow an alternative location in the right-of-way if the main is located beneath a street pavement that is less than five years old. Any new structure shall be serviced by a 1-inch minimum diameter service line all the way to the main. This normally requires a new water main tap and b-box. Sewer service lines shall be capped on the private side of the property lines. Cap shall be rubber with tightening steel band and have an internal cone. Any new structure shall be serviced by a new service line from the sewer main unless the existing service is adequately sized and in good condition as evidenced by televising.
5. Contact the Community Development/Building Division at 630-620-5750 to schedule Private Engineering Services (PES) to witness your water/sewer disconnections.
6. Contact the Community Development/Building Division at 630-620-5750 to schedule your structural pre-demolition inspection.

- a. **Items To Be Inspected:**
Removal of any contaminants: freon, paints, lawn chemicals, cleaning chemicals, disconnection of electric lines, disconnection of gas supply lines, disconnection of phone & cable lines, removal of smoke and CO detectors, mercury style thermostats, compact fluorescent bulbs, placement of all necessary site safeguards, placement of portable toilet, placement of construction fence (See General Construction Requirement Handout).

7. Contact the Community Development/Building Division at 630-620-5750 to schedule your post demolition inspection.

- a. **Items To Be Inspected:**
 Backfilling and leveling of entire site, removal of any demolition/site debris, seeding or sodding of site (unless building to commence within 30 days)

Note: A \$2,000.00 bond is required for residential and commercial demolitions. For commercial property, if new construction is started immediately following demolition, the bond will be applied to the new construction permit. For residential new construction, if construction is started immediately after demolition, \$1,000.00 of the \$2,000.00 bond will be applied to the new permit. The remaining \$1,000.00 will be returned provided all of the above has been complied with.

IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO FOLLOW ALL OF THE ABOVE PROCEDURES AND GUIDELINES. FAILURE TO DO SO WILL RESULT IN THE FORFEITURE OF THE CASH RESTORATION DEPOSIT/BOND POSTED AT PERMIT ISSUANCE.

Municipal Site Evaluation Application

APPLICANT INFORMATION		ACCOUNT #:
APPLICANT NAME:		
ADDRESS:		
CITY/STATE/ZIP:		
EMAIL:		PERMIT TYPE
SITE/PROPERTY INFORMATION		<input type="checkbox"/> TYPE 1: demolition of existing structure(s), building free standing structures (shed, detached garage, pool, sprinkler system, patio etc.)*
ADDRESS:		
CITY/STATE/ZIP:		
PIN:		<input type="checkbox"/> TYPE 2: building additions, expansions (additional rooms, second floor)**
CONTACT INFORMATION (IF DIFFERENT THAN ABOVE)		
NAME:		
ADDRESS:		
EMAIL:	PHONE:	
<p>*When applicable, this application must be accompanied by scale drawing showing existing structures, proposed addition, and existing location of well and/or septic system on the property. **IF ADDITIONAL BEDROOMS, CONTACT PLAN REVIEW (630)-221-7045</p>		
Approved By		Date / /
Health Department has no objection to the issuance of a permit for this work. This approval is void if substantive changes are made to the plans as submitted.		
Not Approved By		Date / /
Review of proposed plans for the above property revealed problems in relation to the private well or sewage disposal system on this property. Therefore, the Health Department objects to the issuance of a permit for this work. (See Attached letter)		
Re-evaluated and Approved By:		Date / /
Sanitarian Comments:		
Record Number		Date / /

Village of Lombard

Community Development/Building Division
255 E. Wilson Avenue
Lombard, Illinois 60148
Tel: 630-620-5750 /Fax: 630-629-2374

Demolition Permit Checklist

A permit is required before any work begins

You must submit ALL of the following items in order for your permit to be submitted or processed:

Permit Application

Form must be completely filled out.

Plat of Survey

Reflecting structure (3 copies)

Picture of Structure

**DuPage County Health
Department**

Verifying wells have been sealed or that no wells exist.

**Report Showing No
Asbestos Present**

(Commercial / Multi-Family / Industrial Only)