



COMMUNITY DEVELOPMENT DEPARTMENT
110 E. Sycamore St., 4th Floor
Sycamore, IL 60178-1497
(815) 895-7188
www.dekalbcounty.org

Demolition Permit Application

The purpose of this form is to inform applicants of: 1) the permit requirements for residential demolition projects; 2) the standards that staff will employ in reviewing permit submittals; and 3) provide the inspection standards staff will employ to confirm the implemented scope of work is consistent with both the approved scope of work and compliant with the ordinances and building codes as amended and adopted by DeKalb County. A demolition project consists of the complete removal (demolition) of a single-family residence, a residential accessory structure, or a commercial structure. This checklist is purposely brief and does not replace consulting the County's adopted ordinances and codes. If the information described in this document is not provided, the permit application will not be accepted. This checklist does not restrict staff's ability to review or inspect additional items, as appropriate, based on the permit submittals and construction site observations. Applicants are ultimately responsible for ensuring that their development complies with the County's adopted zoning and stormwater ordinances and building codes and amendments, which are available on the County's website: <https://dekalbcounty.org/departments/community-development/building-resources/>

APPLICATION CHECKLIST

The following list is **required** information that must accompany the permit application:

RESIDENTIAL: Provide two (2) sets/copies of the Site Plan with, at a minimum, the information requested in this checklist. The Site Plan shall be drawn and scaled in a manner that clearly identifies and details the proposed scope of work.

COMMERCIAL: Provide three (3) sets/copies of the Site/Work Plan prepared by a design professional licensed in the State of Illinois that identifies and details the proposed scope of work with, at a minimum, the following information:

- Documentation within the work plans or a letter from the design professional of record confirming the status of Asbestos Containing Building Material (ACBM) as it relates to the proposed scope of work.
- Applicants must contact the Illinois Environmental Protection Agency (IEPA) if the projects involve the disturbance or abatement of ACBM. If ACBM is present or discovered to be present and scheduled for disturbance or abatement, the applicant must provide a copy of test results, a copy of the Project Notification Form, and the notice of approval/receipt from the IEPA and/or the Illinois Department of Public Health (IDPH), as applicable.

- Completed demolition permit application
- Current plat of survey
- A letter from the electric utility company, ComEd, or the owner that provides the anticipated date of termination by the electrical service provider, if applicable. Review ComEd requirements for disconnection and demolition: <https://www.comed.com/MyAccount/MyService/Pages/RemovalDemolition.aspx>
- A letter from the natural gas utility company, Nicor, or the owner that provided the anticipated date of termination by the natural gas service provider, if application. Review Nicor requirements for stopping service: <https://www.nicorgas.com/residential/stop-start-transfer-add-service>
- Approval from the DeKalb County Health Department (815) 758-6673 for changes to well and septic systems.
- Demolition permit fees (see chart right) must be paid at the time of application. Fees are calculated in accordance with the current Fee Ordinance. Cash, Check or Credit Card accepted.
- Notarized letter from the property owner authorizing the demolition of the single-family residence, accessory or commercial structure. If ownership is not clear, then proof of ownership will be required.
- Dimensions of the building footprint and locate the house in relation to other structures on the site and the property lines.
- Specify the existing number of stories and approximate height of the structure.
- Specify the depth of the basement or foundation.
- Locate the termination point of the existing electrical service and any service feeders to remain.
- Locate the termination point of the existing gas service and any service pipe to remain.
- Locate the septic system and well, approval may be required from the DeKalb County Health Department.
- Identify the extent of demolition and related work on site including, but not limited to:
 - Major tree removal that may require filling, driveway removal or re-routing, walkway removal or re-routing, other non-residential structures.

Demolition Permit Fee Structure (Section, 14-8)	
Residential	\$100
Residential Accessory Structure, Greater than 120 SF, or containing utilities	\$50
Commercial	\$250

Demolition by Burning:

It is illegal to demolish a building by burning. Fire Departments and farmers must obtain an Illinois Environmental Protection Agency (IEPA) open burning permit to burn down a house or a building. For more information, visit:

<https://www2.illinois.gov/epa/topics/forms/air-permits/Pages/open-burning.aspx>

IEPA may have additional requirements, such as applications, notifications and fees for demolitions. It is the property owner’s responsibility to comply with all IEPA regulations. Contact IEPA Air Permit Section at (217) 782-2113 for more information. If you plan to demolish by burning and obtain the open burning permit from the IEPA, please note that a demolition permit is still required from the DeKalb County Community Development Department.

Inspections

The building inspector must perform a “clean hole” inspection prior to any cavities being filled in and a final inspection will be required to confirm that all work has been completed to code. Demolition permits are valid for 90 days after the date of issuance. All demolition work, including hauling away debris, filling in cavities, and any required changes to existing water wells or private sewage disposal systems must be completed during the life of the permit. Contact the DeKalb County Health Department at (815) 758-6673 for more information about changes to well and septic systems.

Demolition of Old Residence while Building New Residence

The owner of an existing farm dwelling or single-family detached residence may construct a new residence on the same zoning lot while continuing to occupy the existing building, provided the property owner signs a contract with the County of DeKalb in which the owner agrees to demolish the old residential structure within thirty (30) calendar days following the final inspection of or issuance of an Occupancy Permit for the new house. The owner shall deposit a bond or letter of credit (not less than \$10,000) determined by the Zoning Administrator to be sufficient to cover the cost of demolishing the old residential building. In the event that the old residence is not demolished by the owner by the end of the thirty (30) day period, the County shall have the right to draw on the bond or letter of credit and enter onto the subject property to cause the demolition of the old residential building. In the event that the bond or letter of credit is insufficient to cover the demolition costs, the owner shall be liable for any remaining costs. Per DeKalb County Zoning Code Article 5, Section 5.09.B.2: <https://dekalbcounty.org/wp-content/uploads/2019/06/cd-zoning-article5.pdf>.



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OFFICE USE ONLY

Permit No. _____
 Fee _____
 Receipt No. _____
 Zoning District _____
 Date of Application _____
 Received by _____

DEMOLITION PERMIT APPLICATION

OWNER/PRIMARY CONTACT INFORMATION	This section required only if primary contact is different than the owner.
Property Owner's Name: _____ Address: _____ Email: _____ Phone: _____	Primary Contact: _____ Address: _____ Email: _____ Phone: _____

PROJECT PROPERTY INFORMATION

Parcel/Tax Number: _____ - _____ - _____ - _____ Address: _____
 Parcel/Tax numbers can be found at: <http://gis.dekalbcounty.org/COMPASS/> _____

PROJECT INFORMATION

Project Description: _____
 \$ _____ Approximate value of proposed work Residential Residential Accessory Commercial
 _____ - sf Area of structure to be demolished Proposed Start Date: _____
 _____ - ft Depth of existing basement or crawlspace. If slab on grade, provide the foundation depth.
 Yes No Is there any proposed grading, trenching, excavation, etc? (If yes, provide the area of disturbance) _____ - sq.ft.
 Yes No Is there any proposed impervious area? (If yes, provide the area of the proposed impervious surfaces) _____ - sq.ft.

Structural/Gen.	Yes <input type="checkbox"/> No <input type="checkbox"/> Will the foundation be removed? If yes, provide complete foundation dimensions.
	Yes <input type="checkbox"/> No <input type="checkbox"/> Are there any adjacent or dependent structures that are scheduled to remain?
Electrical	Service feed: Underground / Overhead Yes <input type="checkbox"/> No <input type="checkbox"/> Letter from the Electric Utility (ComEd)
Mechanical	Gas Service: Liq. Propane (LP) / Natural Gas Yes <input type="checkbox"/> No <input type="checkbox"/> Letter from the Natural Gas Company (Nicor)
Sanitary	Yes <input type="checkbox"/> No <input type="checkbox"/> Will the well be removed? Yes <input type="checkbox"/> No <input type="checkbox"/> Will the septic system be removed? An abandonment permit through the County Health Dept is required unless a new single-family residence is scheduled for construction.

CONTRACTOR/SUB-CONTRACTOR INFORMATION

Excavator: _____ Phone: _____ Email: _____	Electrician: _____ Phone: _____ Email: _____
Engineer/Architect: _____ Phone: _____ Email: _____	General/Other: _____ Phone: _____ Email: _____

OWNER/PRIMARY CONTACT CERTIFICATION

I declare that this Application is true and correct to the best of my knowledge. I realize that the information that I have provided forms the basis for the issuance of the Permit and have included all work to be authorized with this Permit. I agree to construct said development in compliance with the permitted documents.

Signature: _____ Date: _____

STATEMENT OF AUTHORIZATION (Must be signed when primary contact is not owner)

I hereby authorize _____ (Primary Contact) to act on my behalf as my agent in the processing of this Application and to furnish, upon request, supplemental information in support of this Application. This person will act on my behalf as the point of contact for permit correspondence.

Owner's Signature: _____ Date: _____

SITE PLAN

THE FOLLOWING INFORMATION MUST BE INCLUDED ON THE SITE PLAN BELOW (OR ON AN OFFICAL PLAT OF SURVEY):

1. Lot size and dimensions
2. Name and location of all roads abutting property.
3. Structures on the property (existing and proposed).
4. Front, side, and rear yard setbacks (Distance between the lot line and structures).
5. Distance in feet between all structures on the lot.
6. Drive aisles and parking areas (existing and proposed).
7. Please indicate north by an arrow.

STAKE OUT DATE _____

