

Application Details

* Preparer Name

* Preparer Phone * Preparer Email

Application Number (provided by Department of Buildings)

* Preparer Type
 Property owner Contractor Expediter

Location of Work

* Address

Secondary Address

* PIN(s)

Description of Work

Describe the building or structure to be demolished and method to be used.

* Type of Demolition (see box) * Fire Damage
 Ordinary Complex Yes No

* Location of Structure on Site * Building Contains Dwelling Units
 Front Rear Other Yes No

* Main Occupancy Classification (select one)
 Group A (Assembly) Group I (Institutional)
 Group B (Business) Group M (Mercantile)
 Group E (Education) Group R (Residential)
 Group F (Factory/industrial) Group S (Storage)
 Group H (High hazard) Group U (Utility/miscellaneous)

* Describe Work to be Performed

* Describe Method of Demolition

* Estimated Cost of Work

Is This a Complex Demolition?

If any answer in this section is yes, the work is classified as complex demolition.

If the building was used for exclusively residential occupancy:
 Does the building exceed 50 feet in building height? No Yes
 Does the building exceed 3 stories above grade? No Yes

If the building was used for any non-residential occupancy:
 Does the building exceed 30 feet in building height? No Yes
 Does the building have more than 2 stories above grade? No Yes

For demolition of a non-occupiable structure:
 Does the height of the structure exceed 40 feet? No Yes

Does demolition involve a building with more than one basement? No Yes

Does demolition involve a building or structure with foundations more than 12 feet below ground level? No Yes

Does the footprint of the building or structure to be demolished, measured at ground level, exceed 10,000 square feet? No Yes

Is the building or structure to be demolished attached to a building or structure that will remain? No Yes

Is the building or structure to be demolished less than 1 foot horizontally from a building or structure that will remain? No Yes

Is the building or structure to be demolished under this permit less than 1 foot horizontally from a property line? No Yes

Will a wrecking ball or similar equipment be used? No Yes

Will explosives be used? No Yes

Owner and Contractor

* Permit Applicant (Property Owner)

* Street Address

* City * State * ZIP

* Phone Number * Email

* Contractor Business Name

* Contractor ID * City of Chicago License Number

Instructions

You must obtain a demolition permit before beginning work to demolish an entire building or structure, to demolish substantially all of the above-grade portion of a building or structure, or to alter an existing building and permanently reduce its building area. A separate permit application is required for each building or structure to be demolished, except a private garage may be demolished on the same permit as an associated residential building.

To start a demolition permit application, complete Page 1 of this form and submit it to the Department of Buildings along with at least two clear exterior photographs of the building to be demolished. You will be assigned an application number. If any information on Page 1 of this form changes after your application number is assigned, you must start a new application.

After you receive your application number, you must obtain all approvals listed on Page 2 and complete the remaining pages of this application. Once you have obtained these approvals, submit proof of each required approval, along with the required documents listed on Page 2 and this completed application form to the Department of Buildings. You will be notified by email when and where you may pay for your permit.

In this application, fields and sections marked with a red star (*) are required.

Required Approvals

The following approvals are required for all demolition permit applications:

* Department of Public Health - Demolition Notice of Intent

All demolition permit applicants must file a Demolition Notice of Intent with the Chicago Department of Public Health (CDPH) through the City's online permit portal. As part of this process, the applicant will be required to provide information about planned measures to control dust and abate asbestos and other hazardous materials, as applicable.

CDPH approval attached

* Department of Streets and Sanitation - Rodent Control

All demolition permit applicants must hire a licensed pest control company to bait the site, complete an affidavit, and pass a rodent control inspection conducted by the Department of Streets and Sanitation (DSS).

DSS approval attached

* Department of Transportation - Occupy Public Right of Way

All demolition permit applicants must either obtain a permit to occupy the public right of way from the Chicago Department of Transportation (CDOT) through the City's online permit portal or written approval from CDOT that a right of way permit is not required for the intended scope of work.

CDOT approval attached

* Department of Water Management - Sewer Disconnection

All demolition permit applicants must either obtain a sewer disconnection permit or written confirmation that a sewer disconnection permit is not required for the intended scope of work. Sewer disconnection permits are issued by the Department of Buildings on behalf of the Department of Water Management (DWM).

Sewer approval attached

* Department of Water Management - Water Disconnection and Source

All demolition permit applicants must either obtain a water disconnection (cut and seal) permit or written confirmation that a water disconnection permit is not required for the intended scope of work. Water disconnection permits are issued by the Department of Buildings on behalf of the Department of Water Management (DWM).

All demolition permit applicants must also obtain either a hydrant use permit from the Department of Water Management (DWM) or approval for an alternative source of water to be used during demolition activities, such as a water truck.

A single approval will be issued when both requirements are met.

Water approval attached

Required Documents

Attachments must be formatted for printing on 8½ by 11-inch (letter sized) paper.

The following documents must be submitted with all demolition permit applications:

- At least 2 clear photographs of the exterior of the building or structure to be demolished.
- Signed contract between the property owner and the contractor for the work described in this application.
- A completed Excavation Certification (Form 402) together with required evidence of notice or a signed letter, on the contractor's letterhead, stating that no work, including utility work, will occur more than 5 feet below existing grade in connection with the requested permit.
- A scaled site plan marked with the horizontal distances between buildings or structures to be demolished, property lines, and buildings on the site that will not be demolished.

The following approvals are required for some demolition permit applications based upon the property address and scope of work:

Department of Assets, Information, and Services / Department of Public Health - Environmental Contamination

In areas of the city with a documented soil contamination from past industrial activities, the Departments of Assets, Information, and Services (AIS) and Public Health (CDPH) enforce radioactivity safety requirements. You will be notified if these requirements apply to your application.

- Not applicable
- CDPH approval attached (Streeterville)
- AIS approval attached (Bronzeville)

Department of Buildings - Complex Demolition

All applications for complex demolition (see Page 1) require a pre-permit inspection by the Department of Buildings (DOB). The structural condition report and site safety and operations plan (see below) must be on site and available for review at the time of inspection.

- Not applicable
- DOB pre-permit inspection complete

Department of Housing - Dwelling Unit Demolition

Any application to demolish a building containing dwelling units must be approved by the Department of Housing (DOH). Use Form 483.

- Not applicable
- Completed Form 483 attached

Department of Planning and Development - Historic Preservation

Any application to demolish a building designated as "orange" or "red" by the Chicago Historic Resources Survey (CHRS) or to demolish a Chicago Landmark must be reviewed by the Department of Planning and Development (DPD). A 90-day hold or additional reviews may apply.

- Not applicable
- DPD approval attached

Department of Transportation - Freight Tunnels

Any application for demolition work in the area bounded by Roosevelt Road, Michigan Avenue, Illinois Street, and Canal Street (including both sides of the boundary streets) must be reviewed by the Department of Transportation (CDOT) to evaluate impact on the freight tunnel system.

- Not applicable
- CDOT approval attached

Department of Public Health - Flammable Liquid Tank Removal

A permit must be obtained through the Department of Public Health (CDPH) for removal of any underground storage tank or above ground storage tank used for flammable liquids.

- Not applicable
- CDPH approval attached

The following documents must be submitted with any permit application for complex demolition:

- A report documenting the structural condition of the building or structure to be demolished and describing the methods to be used in the demolition or deconstruction. The report must be prepared, signed, and sealed by an Illinois-licensed architect or structural engineer.
- A written safety and operations plan, prepared by the demolition contractor or an Illinois-licensed architect or structural engineer, describing how the demolition work to be permitted will comply with applicable requirements of Chapter 33 of the Chicago Building Code.

The following documents must be submitted with any permit application for demolition of a building that is attached to another building (party wall condition):

- A survey, prepared by an Illinois-licensed land surveyor, showing that everything to be demolished is on the applicant's property or a letter from the adjoining land owner authorizing the demolition.

Instructions for Page 2

Use this page as a checklist to determine which types of approvals and documents must be obtained and submitted before the Department of Buildings (DOB) can issue a demolition permit. Failure to submit the required documents to DOB will delay issuance of your demolition permit.

Visit <http://www.chicago.gov/city/en/depts/bldgs/provdrs/permits/svcs/demo-permits.html> for more information about how to obtain each type of approval.

Certification by Property Owner or Property Owner's Agent

By signing below, I certify:

- I am the owner of the property (real estate) where the work described in this permit application is to be performed or I am authorized to act as agent of the property owner(s) for the purpose of obtaining the permit described in this application.
- I have reviewed the materials to be submitted with this application and the information provided in this application. These materials fully and accurately describe the existing condition of the property and the work to be performed if the permit which has been applied for is issued.
- All owners of the property where work is to be performed understand that:
 - Work performed under a permit based on this application must conform to the requirements of the Chicago Construction Codes and the Chicago Zoning Ordinance.
 - If a permit is issued based on this application, it is illegal to perform work that differs from the work described in this permit application without first notifying the Department of Buildings in writing and/or obtaining an additional permit, as required by the Municipal Code of Chicago.
 - If a permit is issued based on this application and work which exceeds the scope of work authorized by the permit is performed by or at the direction of any person named in this application: the permit may be revoked or voided; a stop work order may be issued; significant fines may be imposed; and the owner(s) of the property may be required to tear down or remove, at their own expense, all work completed contrary to the permit or the Municipal Code of Chicago.
 - A permit issued based on deceptive or materially false information provided in the permit application or supporting materials is void, and all fees paid in connection with a permit that is voided on this basis are forfeited to the City of Chicago.
- I understand that a false statement of material fact in this application or the materials submitted with this application violates federal, state, and local laws and a person responsible for such a statement is subject to a range of civil and criminal penalties.

* Signature

* Date

* Printed Name

* Street Address

* City

* State

* ZIP

* Phone Number

* Email

Instructions for Page 3

This page is required with all permit applications. All fields are required.

This page may be completed by a tenant if the tenant is authorized by a lease or other agreement with the property owner to apply for building permits and perform the type of work described in this application at the location identified in this application.

Digital, electronic and facsimile signatures are acceptable. If this application is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.

Certification by Contractor

By signing below, I certify:

- I am an authorized representative of the contractor identified on Page 1 of this application and named below. The contractor’s general contractor license and wrecking bond on file with the City of Chicago are in good standing. The contractor understands that:
 - Work performed under a permit must conform to the requirements of the Chicago Construction Codes and the Chicago Zoning Ordinance, and the general contractor must assure compliance with these requirements by those performing the work.
 - A general contractor, as agent for the permit holder, is responsible for arranging inspections of permitted work as required in Chapter 5 of the Chicago Construction Codes Administrative Provisions.
 - If a permit is issued based on this application, it is illegal to perform work that differs from the work described in this permit application and the permitted construction documents without first notifying the Department of Buildings in writing and/or obtaining an additional permit, as required by the Municipal Code of Chicago.
 - If the general contractor performs, directs, or allows a subcontractor to perform work that differs from what the permit authorizes, the general contractor will be subject to penalties, including fines, loss of permit, license suspension, and/or license revocation.
 - If the general contractor performs, directs, or allows a subcontractor to perform work which exceeds the scope of work authorized by the permit: the permit may be revoked or voided; the general contractor’s ability to obtain additional permits may be suspended; the general contractor’s license may be suspended or revoked; a stop work order may be issued; the general contractor may be subject to fines or criminal penalties; and the general contractor will be responsible, at its own expense, to remove or correct work which exceeds the scope of the permit or is contrary to the Chicago Construction Codes or Chicago Zoning Ordinance.
- I understand that a permit issued based on deceptive or materially false information provided in the permit application or supporting materials is void, and all fees paid in connection with a permit that is voided on this basis are forfeited to the City of Chicago.
- I understand that a false statement of material fact in this application or the materials submitted with this application violates federal, state, and local laws and a person responsible for such a statement is subject to a range of civil and criminal penalties.

<p>* Signature</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	<p>* Date</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<p>Printed Name of Authorized Representative</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>Contractor Business Name</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>* Phone Number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>* Email</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>* Emergency Contact Name</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>* Contractor ID</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	<p>* City of Chicago License Number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	<p>* Emergency Contact Phone</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Instructions for Page 4
 This page is required with all permit applications. All fields are required.
 Digital, electronic and facsimile signatures are acceptable. If this application is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.

Certification by Expediter

By signing below, I certify:

- I am an expediter licensed by the City of Chicago and my license is in good standing.
- I have reviewed this permit application, the materials to be submitted with this application, and the information provided in this application. These materials fully and accurately describe the existing condition of the property and the work to be performed if the permit which has been applied for is issued.
- I understand that a permit issued based on deceptive or materially false information provided in the permit application or supporting materials is void, and all fees paid in connection with a permit that is voided on this basis are forfeited to the City of Chicago.
- I understand that a false statement of material fact in this application or the materials submitted with this application violates federal, state, and local laws and a person responsible for such a statement is subject to a range of civil and criminal penalties.

* Signature

* Date

* Printed Name of Expediter

* City of Chicago License Number

* Phone Number

* Email

Instructions for Page 5

If an expediter is involved in the preparation or submission of this permit application, complete and submit this page as part of the permit application. If an expediter is not involved in the preparation or submission of this application, leave this page blank.

Digital, electronic and facsimile signatures and seals are acceptable. If this application is submitted to the City of Chicago by a person other than the signer, that person must keep records establishing the authenticity of all electronic and facsimile signatures and make those records available to the City of Chicago upon request.