

**PERMIT & INSPECTION GUIDELINES:
RESIDENTIAL DEMOLITION**

A building permit is required for demolition of a single-family home or a garage accessory structure.

Application Process:

1. Visit the City's online Customer Self Service (CSS) portal: <https://www.desplainesil.gov/css>
2. Click on **Login or Register** to create an account (if necessary)
3. Click on **Apply**
4. Search for and select **Demolition (Residential)**
5. Fill out the required fields and click **Submit**

Submittal Requirements:

Include the following information and exhibits with your permit application:

- Contact Information:
 - Property Owner: name, email, phone number
 - Contractor: company name, email, phone number, copy of contractor license
- More Information: Additional information may be required by the Chief Building Official.
- A \$5000 cash bond will be required, refunded after final inspections have passed
- Attachments: Please include the following information on your required documents
 - Plat of Survey: indicating the building and/or structures to be demolished.
 - Copy of Cook County Environmental Control demolition permit
 - For single family homes, demolition requires a copy of the Northwest Mosquito Abatement District demolition letter.
 - Copy of utility disconnect letters including gas, electric, water and phone (if applicable)

Fees: \$300 (Primary Structure), \$100 (Accessory Structure)

Required Inspections:

- To schedule an inspection, call the Building Division at 847.391.5382 from 8:30am – 4pm
- Required Inspections: **Final Building**

Work Hours:

Work is permitted 7:00a to 7:00p Monday through Saturday; 10:00a to 6:00p on Sunday & Holidays

Contact:

Questions? Call the Building Division at 847.391.5380 or email permits@desplainesil.gov

Relevant Enforced Codes:

- 2021 International Building Code (IBC)
- 2021 International Residential Code (IRC)
- 2021 International Property Maintenance Code (IPMC)
- Current Illinois Plumbing Code

General Requirements:

- Site shall be completely enclosed by construction fencing until demolition is completed. Residential site requires a 6' high chain link fence with screening.
- All foundations shall be completely removed and disposed. All debris shall be hauled away to an approved location for disposal.
- Refer to the City's amendments for additional site requirements.
- Prior to final inspection, all lots shall be restored to natural grades with approved grasses.
- Demolition contractors will observe all City regulation including dust control and hours of operation.
- Cash Bond shall be refunded after all final inspection have been passed.
- Call JULIE, Joint Utility Locating Information for Excavators, at 1-800-892-0123 for utility line information. JULIE is a free service.

Demolition Notification Procedures for Public Works (847-391-5464)

- Water or sewer service line disconnection from the City's main line must be inspected by Public Works before demolition permit is issued and before the contractor backfills their excavation.
- The contractor is responsible for the removal of the Buffalo-Box following our inspection approval of disconnect.
- Public Works requires no less than 48 hours' notice prior to demolition so water services can be shut off at the Buffalo-Box and the meter can be removed/secured.