



CITY OF PARK RIDGE

505 BUTLER PLACE
PARK RIDGE, IL 60068

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URL:<http://www.parkridge.us>

DEPARTMENT OF COMMUNITY PRESERVATION AND DEVELOPMENT
BUILDING SAFETY DIVISION

Demolition of Structures Guidelines

Submittal Requirements:

- Submit a completed application
- Most current plat of survey
- Proof of ownership (Cook County recorded copy of the deed).
- Drainage/site plan- if the property will not be built on, and drainage site plan must also be provided.

Requirements:

- A “**Notice of Demolition**” signs on the property once a demolition permit has been applied for. This sign must remain in place for fifteen (15) days prior to issuance of a demolition permit.
- **Before** a permit is issued to demolish any structure, **it is the property owner’s responsibility to do the following:**
 - **Disconnect the water meter and pay final water bill.** Contact the City’s Public Works Center at (847) 318-5240 to arrange to have the water shut off and the water meter removed once the structure is vacated. A City inspector will verify that the above items have been completed. **Once the meter is removed, the Finance Department will calculate the final charges on your account. You may contact Water Billing at (847) 318-5223 to obtain the balance due. Payment must be made at City Hall.**
 - **Disconnect all other utilities (electric, gas, telephone).** A City inspector will verify that the above items have been completed.
 - **Install construction fencing** around the entire perimeter of the property and parkway (excluding designated site access points). Fence all existing private property trees out to branch tips that have a trunk diameter of three (3) inches or larger. See reverse side for details.
 - **Disconnect and cap sewer service on private property.** Call the Park Ridge Building Safety Division at (847) 318-5291 to arrange for a pre-demolition inspection.
 - **Obtain/Pay for the permit** after approval of the pre-demolition inspection and submitted copy of Cook County Demolition Permit(s).
 - **Obtain the hydrant meter at the Public Works Service Center, 400 Busse Highway.** A copy of the stamped paid receipt as proof of payment to obtain the meter must be brought in. The meter must still be purchased even water is obtained from another source. A low dust environment must be maintained. (The structure must be maintained wet during demolition using a $\frac{3}{4}$

inch diameter hose to control the release of particulate matter (dust). The hydrant meter will be equipped with only a 3/4 inch fitting.)

- **After** the structure has been demolished, the property grade must be restored. Property owners must regularly mow the grass and maintain their lots free of litter and debris. Weeds and grass over 12 inches high and the accumulation of litter is a violation of The City Health Code.

NOTE: The Cook County Department of Environmental Control, 69 W. Washington Street, Suite 1900, Chicago, Illinois 60602-3004 (312/603-8200) requires a permit for any demolition. A permit is issued within ten (10) days; demolition “start” and “completion” dates are required to be submitted. It is generally the responsibility of the demolition contractor to obtain the Cook County demolition permit. Failure to obtain such a permit could result in a fine of up to \$10,000. **We require a copy of this document.**

Basic requirements:

- Construction hours: (includes deliveries and any type of noise)
- Mon-fri-7:00am-7:00pm, saturday-8:00am-5:00pm, sun/holiday-not allowed
- No trespassing on neighboring property (their approval is requested for a certificate of occupancy).
- Sidewalks, streets, and alleys shall be clear, clean and unobstructed.
- Dust is prohibited; demolition shall be sprayed with water.
- OSHA safety standards shall be observed.

Site preparations and development:

- Safety fencing shall enclose, the parkway, all trees and the excavation.
- Portable toilets shall be provided and placed in the rear if possible.
- Dumpster shall be provided and placed on private property.
- Address numbers shall be posted and visible from the street
- Sites shall be maintained clean and orderly.

Demolition:

- Utilities shall be disconnected
 - J.U.L.I.E-800-892-0123
 - Com Ed-800-344-7661
 - Nicor Gas- 888-642-6748
- Dust is prohibited; demolition shall be sprayed with water.
- Excavations shall be shored, and tarped to protect neighbors’ property.

Contact the City of Park Ridge upon completion for all rough and final inspections at 847-318-5291.

Review the City Ordinances at www.parkridge.us

To purchase code books, contact ICC at: 800-214-4321 / www.intlcode.org

Construction Documents (approved SITE copies) shall be available at all times at the job site. Any alterations to the approved SITE copies must be submitted to the City of Park Ridge in triplicate for review and approval.

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