

DEMOLITION of BUILDING - Requirements

Submit the following Village of Oak Brook applications completed:

General Permit Application
Plumbing Application (w/copy of plumbing license)
Engineering Permit Application
Soil Erosion & Sediment Submittal Sheet (residential only)

also submit the following:

Confirmation letter from utility companies stating that all utilities have been disconnected, the sewer has been capped and the Dig Number for JULIE (note: the property must be marked by JULIE).

Disconnect Notice from the Sanitary District

Flagg Creek Water Reclamation 6975 Commonwealth Avenue Burr Ridge, IL (630) 323-3299	Downers Grove Sanitary District 2710 Curtiss Downers Grove, IL (630) 969-0664
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DuPage County Health Dept must be contacted at (630) 682-7400 to determine if there is a well and/or septic on the property.

WATER DISCONNECTION PROCEDURE:

Prior to demolition of the structure & before a permit can be released, YOU **MUST** CONTACT the Village of Oak Brook PUBLIC WORKS DEPARTMENT to witness the water disconnection. Call 630-368-5270 to schedule this inspection. 48 hours notice is required.

The structure CANNOT be demolished until we receive notification from the Public Works Department that the disconnection has been witnessed.

ATTENTION:

YOU MUST CONTACT THIS DEPARTMENT AT (630) 368-5101 TO ADVISE THE DATE THE BUILDING WAS DEMOLISHED.

THANK YOU.



Permit No. _____

Village of Oak Brook
Development Services Department
630/368-5101

COMPLETE and RETURN with **Applications for Demolition**

_____	_____	_____
Lot #	Subdivision	Address
_____		_____
Contractor (please print)		Owner (please print)

.....
DO NOT CHECK OFF ITEMS LISTED BELOW - OFFICE USE ONLY

REQUIRED FOR ALL BUILDING DEMOLITIONS & CONSTRUCTION SITE MANAGEMENT:

- | | | | |
|-------|---|-------|--|
| _____ | General Permit Application | _____ | Notarized Statement for Requirements & Construction Schedule |
| _____ | Application Fee | _____ | Written Notice of Applicant |
| _____ | Plumbing Permit Application | | |
| _____ | 4 Site Plans (Engineering) | | |
| _____ | 2 Site Plans for Construction Traffic Management/Sanitation Facilities/Tree Preservation-Protection | | |
| _____ | Engineering Permit Application | | |
| _____ | Soil Erosion & Sediment submittal sheet (Residential Only) | | |
| _____ | Confirmation letter of utilities disconnects (Nicor & ComEd) along with JULIE dig #. | | |
| _____ | Water Disconnect (Contact Public Works at 630-368-5270 to schedule) | | |
| _____ | Disconnect Notice from Sanitary District (Flagg Creek 630-323-3299 or Downers Grove 630-969-0664) | | |
| _____ | DuPage Health Dept well disconnect confirmation letter (630) 682-7400 | | |



Village of Oak Brook

DEMOLITION & CONSTRUCTION SITE MANAGEMENT

(Ord. G-1084, 9-27-2016; Ord. G-1089, 10-11-2016)

Address: _____ Pre-Construction Meeting Date: _____

Site Protection*

Height Of Structure That Is Under Construction, Demolition, Or Dangerous	Distance From Construction Structure To Lot Line Or Public Right Of Way	Minimum Type Of Protection Required
8 feet or less	Less than 5 feet	Construction fences*
	5 feet or more	Construction railings*
More than 8 feet	Less than one-half the height of construction	Barrier and covered walkway*
More than 8 feet	Between one-half of and the height of construction	Barrier *
More than 8 feet	Exceeding the height of construction	Construction fences *
Depth Of Excavation		
30 inches or less	Less than 5 feet	Construction railings *
	5 feet or more	As required by the building official
More than 30 inches	Any	Construction fences*

***See 2015 International Building Code Section 3306- as amended by the Village of Oak Brook ***

**Debris Control/
Site Clean Up
Ordinance**

Debris and refuse containment shall be required for all job sites. Containment shall occur on the property that is the subject of the permit (and not on public property) and shall be within either a covered dumpster or container of sufficient size to prevent windblown debris. The dumpster or container shall be set back on the site as far as possible and be no closer than ten feet (10') from any side lot line. All such dumpsters or containers shall be maintained to prevent windblown debris when work is not being performed on the property. At the end of each workday, all windblown material, debris and litter shall be picked up and placed in the dumpster or container.



Village of Oak Brook

DEMOLITION & CONSTRUCTION SITE MANAGEMENT

(Ord. G-1084, 9-27-2016; Ord. G-1089, 10-11-2016)

Written Notice Ordinance

Required to be provided to all neighboring residents within 250 feet of the perimeter of subject property & applicable homeowner association. Such notice shall be on a form provided by the Village of Oak Brook and sent by first class mail. The applicant shall provide the names and addresses of all notified property owners along with a Certificate of Mailing. Notices shall be sent 10 days prior to permit being approved and said permit will not be approved without said 10 day notice.

Construction Traffic Management Ordinance

Prior to the issuance of a permit for demolition or construction of a new principal structure, the applicant shall submit a plan to the building official showing the location that the construction and worker vehicles will park. Parking of vehicles must not obstruct or limit the use of any adjacent roadway, private driveway, mailbox, fire hydrant or create a site distance problem with an adjacent intersection. The parking plan shall be subject to approval by the department of community development, shall be a part of the permit, and a copy shall be posted on the construction site. The permittee shall be responsible for compliance with the approved parking plan. Failure to post a copy of the plan on the site will be cause for possible issuance of a stop work order.

Sanitation Facilities Ordinance

Sanitation facilities in conformance with the international plumbing code shall be available on site prior to any work commencing on the property. Portable toilet(s) shall not be located on public property, including any street, parkway or sidewalk. Such facility shall not be located within ten feet (10') of any property line and shall be serviced on a regular basis.

Dust Abatement Ordinance

Dust and debris abatement for all construction activities shall be in conformance with international building code section 3307.2 as adopted and amended within this title.

Schedule & Cash Bond Ordinance

A schedule shall be submitted with permit application for all demolition and/or construction of a new principal structure and shall include all planned activities. (see attached*)

Expiration of Permit & Penalty Ordinance

The project must be completed according to approved schedule All building permits which do not expire for reasons stated in subsection R105.5 shall be in effect and valid for two years.

The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than six (6) months each. The extension shall be requested in writing, prior to the expiration of the permit, and justifiable cause demonstrated.

This provision is in addition to and does not negate the provisions of



Village of Oak Brook

DEMOLITION & CONSTRUCTION SITE MANAGEMENT

(Ord. G-1084, 9-27-2016; Ord. G-1089, 10-11-2016)

section 9-9-2A.

PLEASE NOTE THE 90 DAY REQUIREMENT BELOW

Method for Determining Permit Expiration Date Ordinance

Any 90 day period of validity shall commence when:

- the permit is issued,
- each time the work is inspected by the building official, or
- an extension is granted by the building official.

If, at the end of any 90 day period, there has been no subsequent request for inspection, or if an extension has not been granted, the permit shall become permanently invalid and any and all permit fees and restoration/completion bond(s) with the Village of Oak Brook for this project shall be forfeit. Forfeiture shall not constitute a waiver of the village's right to collect from the applicant the amount of a deficiency in excess of the bond. The village shall retain the right to use all legal and equitable remedies available to it for collection of such deficiency

Tree Preservation & Protection (APPLIES TO BUILDING DEMOS ONLY) Ordinance

Applicant shall submit a detailed tree survey showing the location of all trees with a minimum diameter of eight (8) inches as measured 12 inches above ground. The plan shall be subject to the approval of the permit and include a statement of anticipated damage to or removal of trees on the subject property and the measures to be taken by Permittee to protect the trees.

Off Site Maintenance

In addition to the provisions of title 8 of this code and international property maintenance code section 302.1 no permittee shall allow any runoff, dirt, mud, debris or similar materials to be deposited upon and remain on any area outside of the premises upon which the permit was issued. Such premises shall include, but not be limited to, public or private: streets, rights of way, sanitary or storm sewers, and/or any other premises not included within the scope of the permit. Any such materials shall be immediately removed and the area shall be restored to a clean condition with no visible residue. The application for a permit shall constitute notice to the applicant and permit holder, no additional notice shall be required until a final certificate of occupancy is issued. Failure to maintain any off site area in conformance with this section shall be adequate cause for the immediate posting of a "stop work" order. Repeat and/or continued offenses shall be adequate cause for the building official to suspend the permit pursuant to section 105.6.1 of the international building code or section R105.6.1 of the international residential code as adopted and amended within this title.



Village of Oak Brook DEMOLITION & CONSTRUCTION SITE MANAGEMENT

(Ord. G-1084, 9-27-2016; Ord. G-1089, 10-11-2016)

**Hours of Construction
Ordinance**

2006-CD-BC-DE-G-799

Hours Of Construction: Except as provided in subsections A, B, C and D of this section no person or entity shall perform construction activities, perform any activity requiring a building permit, or operate heavy equipment, except as follows:

Location	Day Of The Week	Permitted Time
Residential zone districts - interior or exterior:		
Hand tools may be used at any time within the interior of a fully enclosed structure provided that there is no construction related sound heard at the property line	Monday - Friday	Heavy equipment - between 7:00 A.M. and 6:00 P.M.
		Other tools - between 7:00 A.M. and 8:00 P.M.
	Saturday	Heavy equipment - between 9:00 A.M. and 5:00 P.M.
		Other tools - between 8:00 A.M. and 7:00 P.M.
	Sunday	Heavy equipment - not permitted
		Other tools - between 9:00 A.M. and 6:00 P.M.
All other zone districts - exterior*	Any	Heavy equipment - between 6:00 A.M. and 6:00 P.M.
		Other tools - between 6:00 A.M. and 8:00 P.M.
*Exception: Any property that shares a lot line with a residential zone district, within 500 feet of the residential zone district	Any	Heavy equipment - same as residential zone districts
All other zone districts - interior	Any	Other tools - any
		Hand tools - any

Definitions: For the purposes of this subsection:

HAND TOOLS: Tubing cutters, volt-ohm meters, manual pipe benders, pliers, wrenches, screwdrivers, paint brushes, rollers, torches, brooms, and similar tools that are substantially silent in operation. "Hand tools" shall not include hammers or any other item used as a striking implement.

HEAVY EQUIPMENT: Gasoline or diesel powered air compressors, gasoline or diesel powered saws, bulldozers, jackhammers, pile drivers, power hammers, graders, riveters, earthmovers, tree and stump grinders, trenchers, cement mixers, tractors, power hoists or derricks, demolition balls, power shovels, dump trucks, and power equipment on wheels or traction chains, or other similar equipment, but shall not include garbage trucks, which are governed by separate agreement within the village, nonconstruction delivery vehicles, trucks operating on designated truck routes, or snow removal equipment.

OTHER TOOLS: Any construction tool that is neither defined herein as "hand tools" or "heavy equipment". Other tools shall include, but not be limited to: electric compressors, nailers, hammers, cord connected electric saws, drills, or similar equipment. It is anticipated that "other tools" will create a sound level that can be heard at the property line.

RESIDENTIAL ZONE DISTRICT: Shall include all zone districts R1, R2, R3, R4 and R5 with the additional inclusion of any contiguous street, right of way, or public owned property.



Village of Oak Brook

DEMOLITION & CONSTRUCTION SITE MANAGEMENT

(Ord. G-1084, 9-27-2016; Ord. G-1089, 10-11-2016)

Off Site Maintenance

In addition to the provisions of title 8 of this code and international property maintenance code section 302.1 no permittee shall allow any runoff, dirt, mud, debris or similar materials to be deposited upon and remain on any area outside of the premises upon which the permit was issued. Such premises shall include, but not be limited to, public or private: streets, rights of way, sanitary or storm sewers, and/or any other premises not included within the scope of the permit. Any such materials shall be immediately removed and the area shall be restored to a clean condition with no visible residue. The application for a permit shall constitute notice to the applicant and permit holder, no additional notice shall be required until a final certificate of occupancy is issued. Failure to maintain any off site area in conformance with this section shall be adequate cause for the immediate posting of a "stop work" order. Repeat and/or continued offenses shall be adequate cause for the building official to suspend the permit pursuant to section 105.6.1 of the international building code or section R105.6.1 of the international residential code as adopted and amended within this title.

Construction Site Sign

The building official may require a construction site sign to be posted on any commercial or residential project where a protective barrier, fence, barricade, or canopy is required by this code. The sign format and required information shall be as specified by the building official.



Village of Oak Brook
DEMOLITION & CONSTRUCTION SITE MANAGEMENT
(Ord. G-1084, 9-27-2016; Ord. G-1089, 10-11-2016)

***Schedule.** The permit application for demolition and/or construction of a new principal structure shall include a schedule of all planned activities where applicable, including:

	<u>Date</u>
1. Installation of fencing	_____
2. Installation of temporary erosion control measures	_____
3. Building demolition	_____
4. Excavation	_____
5. Backfilling of the building excavation	_____
6. Building under roof	_____
7. Completion of exterior finishes	_____
8. Rough and final grading	_____
9. Six inch (6") top soil placement	_____
10. Seeding or sodding of all disturbed areas	_____

Such schedule shall be subject to approval by the Development Services Department. The applicant shall provide the estimated area of disturbance and provide an estimate of the cost for the planned activities excluding the cost of demolition and steps 6-7 from above) which shall be reviewed and approved by the Village Engineer. The Village Engineer shall approve said estimated area and costs or require them to be corrected. The applicant shall post with the Village of Oak Brook a cash bond in an amount equal to not less than 110% of the approved estimated cost. Said cash bond shall meet the requirements of Section 9-9-2A of the Village code. Upon completion of the required work listed in Section 10-1-6H above, said cash bond, or any unused balance shall be refunded.



Village of Oak Brook DEMOLITION & CONSTRUCTION SITE MANAGEMENT

(Ord. G-1084, 9-27-2016; Ord. G-1089, 10-11-2016)

I (We) have read and understand the attached requirements for Demolition and Construction Site Management. I (We) certify that I (We) have received a copy of Ordinance G-799, which details these requirements and am (are) the responsible person(s) to ensure the compliance of these requirements for the property located at:

Address

Signature of Property Owner

Date _____

Printed Name of Property Owner

Phone Number _____

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

NOTARY CERTIFICATE

I, _____, a Notary Public in and for said County, in the state aforesaid, do hereby certify that _____ personally known to me to be the same person(s) whose name(s) are subscribed to the aforesaid instrument, as such owners, appeared before me this day in person and acknowledged that they signed, the "Demolition and Construction Site Management" instrument as _____ free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this ____ day of _____, 20__.

Notary Public

Signature of Permittee

Emergency Contact Number _____

Printed Name of Permittee and Relationship to Property

Date _____

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

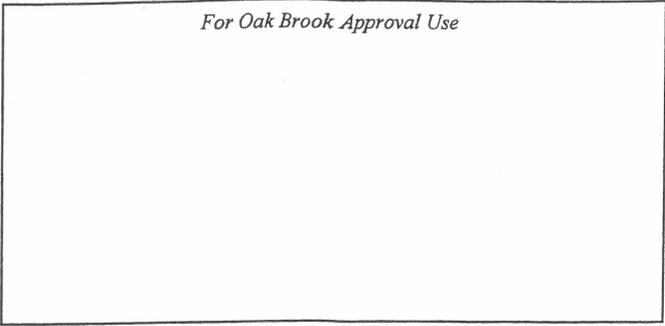
NOTARY CERTIFICATE

I, _____, a Notary Public in and for said County, in the state aforesaid, do hereby certify that _____ personally known to me to be the same persons whose names are subscribed to the aforesaid instrument, appeared before me this day in person and acknowledged that they signed, the "Demolition and Construction Site Management" instrument as _____ free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this ____ day of _____, 20__.

Notary Public

VILLAGE OF OAK BROOK
Development Services Department
Engineering Division
630-368-5130
1200 Oak Brook Road, Oak Brook, IL 60523



Re: Permit No. _____
Parcel No. _____ - _____ - _____ Subdivision: _____
Address: _____ Lot No. _____

RESIDENTIAL TEARDOWN PERMIT
SOIL EROSION AND SEDIMENTATION SUBMITTAL
See Title 9 of the Village Code for all of the requirements.

(All to be done and checked before submitting)

_____ Site Plan of parcel (can be a plat of survey or adequate scale drawing)
_____ Proposed areas to receive permanent erosion control measures and by what method (seed or sod) and areas left undisturbed.
_____ Temporary erosion control measures: _____
_____ Schedule: House Demolition: _____ Temp. Erosion: _____
Backfill of removed foundation: _____
Rough grading: _____
Final grading: _____ Perm. Erosion: _____
_____ Estimated area of disturbance: _____ sq. ft.

_____ I understand that a cash erosion bond is required.

Cash erosion bond estimates

_____ 1) Install & maintain temporary erosion control measures	\$ _____
_____ 2) Placement of fill in removed foundation	\$ _____
_____ 3) 6" top soil on all disturbed areas	\$ _____
_____ 4) Seed or sod all disturbed areas	\$ _____
_____ Sub-total	\$ _____
	x 110%
_____ Total	\$ _____

_____ I understand that the cash erosion bond will be returned when all disturbed areas have permanent erosion control measures completed or when a new residential building permit is issued by the Village.

Signature of Applicant

J.U.L.I.E.

Certificate of Arrangement to Protect Against Interference with Underground Public Utility Facilities

The undersigned hereby certifies that notice has been given to the following named public utilities of the proposal to do excavation, grading or other work below the surface of the ground described as

_____ beginning on or after the _____ day of _____, 2_____.

Utilities Notified

Nicor
Ameritech
Badger Pipe Line
Shell Pipe Line

Commonwealth Edison
AT & T Cable
West Shore Pipe Line
DuPage Water Commission
Sanitary District
(Hinsdale or Downers Grove)

Julie Contacted: _____ Job No. _____
date

The undersigned further certifies that arrangements have been made for adequate protection against interference with the underground public utility facilities.

Date: _____ Owner/Contractor: _____

Call JULIE with the following
48 hours BEFORE you dig.

County: _____
Township Name or No. _____
Section No: _____

CALL JULIE

1 800 892-0123

NOTIFICATION GUIDELINE

DEMOLITION OF BUILDING

The following is required for all Demolition Application requests.

ALL INFORMATION PROVIDED ON THESE FORMS IS TO BE TYPED OR PRINTED.

1. Completed **CERTIFICATE of MAILING(s)** – Submit Original forms completed)
2. **NOTICE DEMOLITION OF BUILDING** – Submit a copy of the Notice that was sent to the surrounding neighbors.
3. List of **SURROUNDING PROPERTY OWNERS** – Submit Original. List all neighbors that were sent a Demolition Notice. Follow the instructions on the form carefully. The information needed may be obtained from the applicable Assessor's Office:

York Township
Assessor's Office
1502 Meyers Road
Lombard, IL 60148
630-627-3354 (8-4:30 M-F)

Downers Grove Township
Assessor's Office
4340 Prince Street
Downers Grove, IL 60515
630-968-2100

If in doubt regarding whether or not to include a property on this list, it is advised that you include it.

NOTICE

DEMOLITION OF BUILDING

An application has been filed with the Village of Oak Brook to demolish a house located at:

If the applicant meets the Village codes, a permit will be issued to us not sooner than ten (10) days from the date we certify this notice was mailed to all residents within 250 feet of any part of the subject property.

Site plans for this demolition with restoration or elevations of a proposed replacement house on this site will be available for viewing at the Development Services Department, Village of Oak Brook, located at 1200 Oak Brook Road, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. This does not include architectural plans. This is an opportunity for you to see the site plans and be informed. Following issuance of a demolition permit, a protective six (6) foot high chain link fence shall be erected around the perimeter of the construction activity. In addition, all required silt fencing will be properly installed.

For your information, attached is a copy of the Village of Oak Brook, DEMOLITION AND CONSTRUCTION SITE MANAGEMENT information, which lists the required rules and regulations.

Applicant: _____

Address: _____

Phone: _____

Contact Person _____

Phone: _____

ALL INFORMATION PROVIDED ON THESE FORMS IS TO BE TYPED OR PRINTED.

U.S. POSTAL SERVICE

CERTIFICATE OF MAILING

MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT
PROVIDE FOR INSURANCE-POSTMASTER

Received From:

One piece of ordinary mail addressed to:

Affix fee here in stamps
or meter postage and
post mark. Inquire of
Postmaster for current
fee.



-OFFICE USE ONLY-

PERMIT NO. _____

DATE ISSUED _____

Approval is subject to local Codes and Ordinances. Oak Brook follows **ICC CODES, 2015** Edition. Local Amendments are available on the village website. www.oak-brook.org

GENERAL PERMIT APPLICATION

1200 Oak Brook Road
Oak Brook, IL 60523
630-368-5101

Hours: Monday - Friday 8:00 am- 4:30 pm

Fair market project value at prevailing wage:\$ _____

Property Address _____ Suite/Floor # _____

This project is: New Construction Addition/Alteration Other The occupancy type is: Commercial Residential

Tenant/Occupant: _____ Phone: _____

Name: _____ Address: (Street & Town) _____ Phone: _____

Owner _____

Architect _____

G. C. _____

Electrician _____

Plumber _____

Excavator _____

Concrete _____

Mason _____

Carpenter _____

Sewer _____

HVAC _____

Roofer _____

Description of work: _____

**NAME of OWNER/AGENT: _____ PLEASE PRINT LEGIBLY

**SIGNATURE of OWNER/AGENT: _____ DATE: _____

CONTACT NAME: _____ PLEASE PRINT LEGIBLY PHONE: _____ EMAIL: _____

ADDRESS: STREET _____ MUNICIPALITY _____ ZIP _____

ACCOUNTING CODE	FOR OFFICE USE ONLY	AMOUNT
4210	STRUCTURE	
4212	PLUMBING	
4211	ELECTRICAL	
4301	ELEVATOR INSPECTIONS	
4309	INSPECTION FEES	
4215	ACCESSORY STRUCTURES	
4216	HVAC	
4219	MISC. LICENSES & PERMITS	
4303	BLDG. PLAN REVIEW FEES	
4321	ENG. PLAN REVIEW FEES	
1365	RECORDING FEES	
10-1365	BUILDING CONSULTANT	
4332	CONSTRUCTION WATER	
4333	WATER TAP/CONNECTION	
4335	WATER METER	
51-4309	WATER INSPECTIONS	
51-4303	WATER PLAN REVIEW FEES	

**In addition to the required applications and permit fees, signatory agrees to reimburse the village for any additional fees - including consulting plan review fees within thirty (30) days of the date the village seeks reimbursement for such charges.

APPROVED

ZONING _____ DATE _____

ENGINEERING _____ DATE _____

BUILDING _____ DATE _____

FEE AND BOND TOTALS

FEES \$ _____

BONDS \$ _____



Development Services Department
Plumbing Permit Application
 1200 Oak Brook Road
 Oak Brook, IL 60523
 630/368-5101

-OFFICE USE ONLY-

PERMIT NO. _____

FEE \$ _____

APPROVAL

DATE

www.oak-brook.org

Hours: Monday- Friday 8:00 am- 4:30pm

Owner _____

Tenant _____

Address _____ Suite # _____

Project fair market value at prevailing wage: \$ _____

This project is:

- _____ New Construction
- _____ Addition/Alteration
- _____ Other: _____

The type of occupancy is:

- _____ Detached Single Family
- _____ Multifamily
- _____ Other

Description of work: _____

IF YOU ARE ADDING ANY FIXTURES, please respond to the next two items

1. Please refer to Illinois State Plumbing Code Section 890. Appendix A, Table M "Load Values Assigned to Fixtures" to specify and detail the load values for all fixtures in this building.

_____ W. S. F. U.

2. Please refer to Illinois State Plumbing Code Section 890. Appendix A," to specify and detail the appropriate water service and meter size(s). (If upgrade, also use Water Service Application)

SERVICE _____ METER _____

SIGNATURE OF OWNER or AUTHORIZED AGENT _____

NAME of PLUMBING COMPANY _____

SIGNATURE of PLUMBER _____

ADDRESS _____

Street Municipality State Zip

Office Phone # Cell Phone# E-mail

055- License # _____ 058-License # _____

Oak Brook follows **State of Illinois Plumbing Code 2014 Edition** and **International Plumbing Code 2014 Edition** for subjects not expressly governed by the **State of Illinois plumbing code- both, with local amendments.**

Local Amendments are available online http://www.sterlingcodifiers.com/codebook/index.php?book_id=333

All work must be done in accordance with the Ordinances of the Village of Oak Brook. Call for inspections not less than 24 hours in advance, before covering any work. Reinspection fees will be applied for failed inspections.

