



DEMOLITION GUIDE TO THE PERMIT PROCESS

A permit is required to be obtained prior to any demolition work to take place. This handout is intended to cover steps that are required in the demolition process (additional information/documentation may be required after a complete review of a permit).

STEP 1. SUBMIT DEMOLITION PERMIT APPLICATION

A letter from owner of the property authorizing the person, who is to undertake the work, to demolish, raze, or remove the structure(s) or building(s) thereon. The letter shall be signed by the property owner, or in the case of the property held in trust, by the trustee.

1. Complete permit application and copy of signed contract or scope of work.
<https://www.wheelingil.gov/519/Forms-Permits>
2. Cover Sheet to include a list of current building codes relevant to the project and adopted by Village.
3. (1) Copy of asbestos testing report. (Removal info 217-782-3517).
4. (2) Copies of plat of survey. Show well, septic tank and fuel tank on the plat.
5. (1) Copy of Cook County Environmental Control permit. (312-603-8200) Copies of the Cook County Permit and the asbestos report are only required for complete/full building demolition.
<https://www.cookcountyil.gov/service/demolition-permitting>
6. (2) Copies of the site plan showing how the site will be restored and the soil stabilized and/or apply for a new building permit (permits will be issued at the same time).
7. (1) Copy of CCHD permit is required for work on county roads right-of-way.
8. (1) Copy of IDOT permit is required for work on state roads right-of-way.

STEP 2. AFTER PLAN REVIEW APPROVAL

- You will be issued an AUTHORIZATION TO DISCONNECT UTILITIES.
- Abandon/disconnect electric service, at utility pole or transformer, prior to beginning work when the main building on the property is demolished, razed or removed.
- Disconnect electric service.
- Locate and abandon/disconnect gas service at the main, prior to beginning work when the main building is demolished, razed or removed.
- Provide contractor registration and demolition bond.
- Pay permit fee.

STEP 3. UPON WRITTEN AUTHORIZATION FROM THE VILLAGE

- Comply with all applicable provisions of the Wheeling Building Code.
- Barricade all excavations on site when not attended.
- Abandon village water service at the corporation stop located on the water main and remove the buffalo box. Flatten and crimp the pipe over. Arrange to have village water department remove the water meter from the structure.
- Seal well- Submit (1) copy of the Cook County well sealing permit and capping report by an Illinois licensed water well contractor.
- Disconnect and cap water service, request final water meter reading and meter removal.

- Seal sanitary sewer service at property line by installing a plug and sealing the entire area with concrete when the main building is demolished, razed or removed.
- Exterminate rodent infestation, if any, prior to beginning of demolition.
- Remove all accessory structures at the time the main building is demolished, razed, or removed, unless prior approval for accessory structures to remain is secured from the building administrator or his designee.
- Remove all foundation walls, unless otherwise required by the building administrator. Footings need not be removed.
- Remove all concrete slabs on grade and basement floors.
- Remove any parking pavement, driveway and driveway aprons to the lot line and provide barrier to vehicular access.
- Remove any underground storage tanks.
- Locate and abandon any septic tanks when the main building on the property is demolished, razed or removed. The contents of any tank shall be removed by a state licensed septic pumper/hauler and the top of the tank removed and the tank filled with sand or limestone screening, or the entire tank removed and the excavation filled with clean and compacted clay fill.
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- Remove all building material, debris, litter and refuse to a landfill approved to receive such wastes. No building material, debris, litter or refuse shall be buried at the site.
- Fill all holes and excavations with clean compacted clay fill.
- Grade property to drain, provide black dirt as necessary to support seed growth.
- Seed lot for erosion control, cut any weeds and grass that may be left after work is completed.

Order to comply with village ordinances, or to properly install the new construction, provided, the new construction is begun within ninety days of the date the demolition permit is issued. If construction has not begun at the end of that ninety days, the owner of property and demolisher shall be responsible for completion of all items listed in subsection A. of this section. In any event, the bond required in Chapter 15.05 shall be calculated upon complete compliance with Section 15.07.040

INSPECTIONS REQUIRED

The person, firm or corporation who undertakes to demolish, raze or remove a structure shall establish an appointment with the appropriate village departments for the following inspections at least twenty-four hours in advance. Pre-demolition Inspection. After electric and gas services have been disconnected and the sewer service has been disconnected and sealed and water service has been abandoned, but before any service excavations are backfilled.

- Demolition Inspection. After septic tank contents and lid have been removed and the tank has been filled with granular fill, after the cistern lid removed and cistern has been filled with granular fill, after all building material, debris, litter and refuse have been removed, but before the excavation(s) is (are) backfilled.
- Final Demolition Inspection after the clay fill has been compacted into excavation, property graded, weeds cut, black dirt installed and the property has been seeded, but before equipment removed.
- All wells shall be sealed in accordance with the rules and regulations of the Illinois State Department of Mines and Minerals, and a copy of a well sealing affidavit shall be submitted to the village sanitarian.

The demolition permit shall be valid for six months from the date issued. Work once begun under the permit shall be completed within three months. The building administrator may extend these time limits up to three months.