



DuPage County Building & Zoning Department

Building Division



DEMOLITION

(Principal/Accessory Structures)

The following are guidelines and requirements to assist when **demolishing a structure(s)**. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

Requirements to submit: (must be submitted in person) approximate review time – 8-15 business days

1. Application form for accessory structures - Type I (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Non-refundable application fee
3. Plat of Survey
4. Trust Disclosure form for properties in a trust

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1. The [Type I application](#) form to be filled out completely.
 - Owner's name, address, phone number, email address
 - Site address if different
 - Property on water/sewer or well/septic
 - What structures to be demolished
 - Contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance)
 - Signature of property owner.
 2. A non-refundable application fee will be required and credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. If payment is by check a separate check will be necessary to pay the Health review fee portion. We accept exact cash, checks, Master Card and Visa.
 3. Provide a copy of a plat of survey and highlight the structure(s) to be demolished.
 4. Property held in a land trust requires a notarized [Trust Disclosure](#) completed by the trust **company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

Requirements at permit issuance:

5. Owner Authorization form if applicable
6. Entrance permit
7. Asbestos Affidavit
8. Notarized Letter for Utility shutoff
9. Well sealing affidavit (properties on well)
10. Fees
11. Performance Bond
12. Contractor Registration

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5. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
 6. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
 7. Provide a copy of our [Asbestos Affidavit](#) signed and notarized by the property owner leaving them responsible to comply with the National Emissions Standards for Hazardous Air Pollutants regulations. (Must be original copy)
 8. Provide our notarized form for [Utility Shut Off](#). Please mark the box next to “**UTILITY SHUT OFF (for demolition) I acknowledge that all utilities are or will be shut off at time of demolition.**” It must have the notarized signature of the property owner. It simply states that the owner is responsible to contact the utility companies personally regarding utility shut off prior to demolishing the structure(s).
 9. A well sealing affidavit from the Health Department is needed for properties on well. This is an internal form that our office needs before permit issuance.
 10. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
 11. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed.
 12. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current at permit issuance.

Zoning Requirements:

Accessory structures shall also be removed in the event that the principal structure is removed from the property.

Drainage Requirements:

In most cases, a topographic survey is not required. A marked-up plat of survey showing the following:

- Any required/needed sediment protection (such as silt fence) along the downslopes.
- A note on the survey showing all areas to be demolished (removed), such as structures, driveways, sidewalks and fences.
- Amount of fill to be brought in for restoration (cubic yards).

Disclaimer: If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See [Sec.8-128.2](#) of the County's Building Code for Minimum Plan Requirements.

Minimum Building Plan Requirements:

Remove all portions of the structures including the foundation and bring the property back to grade.

Inspections: (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule a final inspection.

(Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit). Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at www.dupageco.org/building.

CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](#) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS