



Building & Life Safety Department  
Village of Arlington Heights  
33 S. Arlington Heights Rd.  
Arlington Heights, IL 60005  
Phone (847) 368-5560  
Fax (847) 368-5975  
Website: [www.vah.com](http://www.vah.com)

## DEMOLITION

### Submittal Process and Checklist

#### **APPLYING FOR PERMITS:**

Submit all materials via email to: [Building@vah.com](mailto:Building@vah.com). You will receive an email notification within 24 hours that your email was received. If you do not receive an email response, contact us at 847-368-5560.

#### **APPLICATIONS AND FORMS REQUIRED:**

The applications and forms that you need to submit are listed on the next page of this checklist. Please be careful to fill these out completely. Incomplete, illegible or lack of information, can delay your permit from being processed.

\* If you are the homeowner doing the work yourself, please fill out and submit the Homeowner as General Contractor form with your applications. This form is found at [www.vah.com](http://www.vah.com).

#### **CONTRACTOR LICENSE:**

The Village of Arlington Heights Contractor license number must be listed on the permit applications. Their license numbers can be looked up on our web-site at:

[https://www.vah.com/village\\_services/permits\\_and\\_licenses](https://www.vah.com/village_services/permits_and_licenses)

#### **REVIEW TIME FRAMES:**

Please allow 10 working days for plan review. Each revision or re-submittal can take an additional 10 working days.

#### **PROCESSING NOTIFICATIONS:**

When reviews are completed, if approved, you will receive a pick-up notification packet by email. If a correction or revision is required, you will receive Plan Review Comments. When submitting revisions/corrections, please provide detailed written response of the changes.

#### **FEES:**

Fees are not pre-set based on project type. The pick-up notification packet will show the detailed permit cost for the project.

Once payment is received, your plans and permit placard will be emailed to the applicant within 24 hours. Please print the plans and permit placard and have available at the site for inspection.

#### **INSPECTIONS:**

Inspections are required; please call 847-368-5560 at least one day in advance to schedule your inspection. The **permit number** and **project address** are required when scheduling.

**Applications, Forms and Other Materials to be supplied for the following type of project:**

DEMOLITION

Supply those items marked below to ensure your submittal is complete. Fill out all forms clearly and accurately.

**Applications Required:**

- Building Permit Application

**Forms Required:**

- Contractor List *(if more than one contractor)*
- Open Excavation Acknowledgment
- Well & Septic Acknowledgment

**Materials to be Submitted (one set of each of the indicated items):**

- Plat of Survey - clearly identify or highlight which building(s) is to be demolished
  - a. Provide the top of foundation elevation for the existing house and, if applicable, for the existing detached garage.
- Contractor's Proposal explaining the scope of work to be performed.
- Copy of Design Commission Certificate of Appropriateness
- Project specific materials:
  - a. Photo of the building(s) to be demolished
  - b. Letter of Release from all utilities serving the property verifying disconnection
  - c. \$20,000 Demolition Bond listing the Village of Arlington Heights as an additional insured
  - d. Copy of Cook County Demolition Permit required *(recommend applying for Cook County Demolition permit after submitting the permit application materials to Building & Life Safety Department.)*



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# BUILDING PERMIT APPLICATION

Indicate application type: **New Application** \_\_\_\_\_

**Addendum** \_\_\_\_\_

**Value of Work: \$ (New)** \_\_\_\_\_

**Value of Work: \$ (Addendum)** \_\_\_\_\_

**Job Address:** \_\_\_\_\_

**Real Estate #:** \_\_\_\_\_

**New Sq. Footage:** \_\_\_\_\_

**Project – Select all that apply**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> A/C (Single Family)              | <input type="checkbox"/> Demolition (Single Family)    | <input type="checkbox"/> Grading                   | <input type="checkbox"/> Re-roof (Single Family)  |
| <input type="checkbox"/> A/C (Comm): Units ____ Tons ____ | <input type="checkbox"/> Drainage - Landscaping        | <input type="checkbox"/> Hot Tub / Spa             | <input type="checkbox"/> Retaining Wall           |
| <input type="checkbox"/> Apron                            | <input type="checkbox"/> Drain Tile - Building         | <input type="checkbox"/> Kitchen Remodel           | <input type="checkbox"/> Shed / Gazebo            |
| <input type="checkbox"/> Basement Remodel                 | <input type="checkbox"/> Driveway                      | <input type="checkbox"/> Multi-family Addition     | <input type="checkbox"/> Single Family – Addition |
| <input type="checkbox"/> Basketball Pole                  | <input type="checkbox"/> Early Start                   | <input type="checkbox"/> Multi-family(New)         | <input type="checkbox"/> Single Family - Interior |
| <input type="checkbox"/> Bathroom Remodel                 | <input type="checkbox"/> Elevator (Mod)                | <input type="checkbox"/> New Water / Sewer Connect | <input type="checkbox"/> Single Family (New)      |
| <input type="checkbox"/> Boiler                           | <input type="checkbox"/> Elevator – No. of Floors ____ | <input type="checkbox"/> Parking Lot               | <input type="checkbox"/> Site Clearing            |
| <input type="checkbox"/> Commercial Addition              | <input type="checkbox"/> Facade                        | <input type="checkbox"/> Patio                     | <input type="checkbox"/> Site Improvement         |
| <input type="checkbox"/> Commercial Alteration            | <input type="checkbox"/> Fireplace                     | <input type="checkbox"/> Pergola                   | <input type="checkbox"/> Solar Panel Installation |
| <input type="checkbox"/> Commercial (New)                 | <input type="checkbox"/> Foundation Repair             | <input type="checkbox"/> Pool (In-ground)          | <input type="checkbox"/> Stoop                    |
| <input type="checkbox"/> Chimney                          | <input type="checkbox"/> Foundation Start              | <input type="checkbox"/> Pool (Above Ground)       | <input type="checkbox"/> Temporary Trailer        |
| <input type="checkbox"/> Crawl Space Conversion           | <input type="checkbox"/> Furnace                       | <input type="checkbox"/> Pool (Demo)               | <input type="checkbox"/> Water upgrade            |
| <input type="checkbox"/> Deck / Porch                     | <input type="checkbox"/> Garage                        | <input type="checkbox"/> Private Walks             | <input type="checkbox"/> Windows (Commercial)     |
| <input type="checkbox"/> Demolition (Commercial)          | <input type="checkbox"/> Garage Addition               | <input type="checkbox"/> Public Walk               | <input type="checkbox"/> Windows (Multi Family)   |
| <input type="checkbox"/> Demolition (Garage)              | <input type="checkbox"/> Garage Floor                  | <input type="checkbox"/> Re-roof (Commercial)      | <input type="checkbox"/> Windows (Single Family)  |
| <input type="checkbox"/> Demolition (Interior)            | <input type="checkbox"/> Generator                     | <input type="checkbox"/> Re-roof (Multi Family)    | <input type="checkbox"/> Other _____              |

**Specific Scope of Work:** \_\_\_\_\_

**IMPORTANT – PLEASE READ**

Does this project have multiple contractors?  Yes  No

If Yes, this application must be accompanied by the Contractor List.

I, the applicant, certify that I have the proper authority to apply for this permit, to list the contractor provided below, and that all information provided is complete and accurate to the best of my knowledge.

**Date:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Applicant's Email:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Contractor's VAH License #** \_\_\_\_\_

**Contractor's Address:** \_\_\_\_\_ **Contractor's Email:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Owner of Property:** \_\_\_\_\_ **Owner's Phone:** \_\_\_\_\_

**VILLAGE OF ARLINGTON HEIGHTS  
CONTRACTOR LIST**

**Job Address:** \_\_\_\_\_

**Permit #:** \_\_\_\_\_

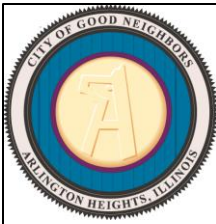
**IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE ALL CONTRACTORS ARE PROPERLY LICENSED,  
LOCALLY AND AT STATE LEVEL**

	Name	Address	Phone	License Number
<b>Owner:</b>				
<b>Architect:</b>				
<b>General:</b>				
<b>Electrical:</b>				
<b>Plumbing:</b>				
<b>Fire Alarm:</b>				
<b>Roofer:</b>				
<b>Air Cond.:</b>				
<b>Mason:</b>				
<b>Carpenter:</b>				
<b>Conc. Paver:</b>				
<b>Steel Erect.:</b>				
<b>Drywall/Plaster:</b>				
<b>Excavator:</b>				

<b>Fireplace:</b>				
<b>Flooring:</b>				
<b>Heating:</b>				
<b>Insulation:</b>				
<b>Landscaper:</b>				
<b>Painter:</b>				
<b>Sheet Metal:</b>				
<b>Stair Builder:</b>				
<b>Tank Installer:</b>				
<b>Tile:</b>				
<b>Venting:</b>				
<b>Hood &amp; Duct:</b>				
<b>Smoke Evac.:</b>				
<b>Sprinkler:</b>				
<b>Other:</b>				
<b>Other:</b>				
<b>Other:</b>				

**All Contractors must be licensed prior to the issuance of the permit  
Contractor's license must remain valid through duration of the construction project.**

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## WELL & SEPTIC TANK ACKNOWLEDGMENT

### PRIVATE WATER WELLS

#### REQUIREMENTS FOR KEEPING A WELL

- ❖ A reduced pressure principle backflow device (RPZ) shall be installed on the domestic water service piping supplied by the Village of Arlington Heights.
- ❖ The RPZ and water meter shall be purchased from the Village of Arlington Heights and be installed by the Village of Arlington Heights. The plumber shall provide a meter/RPZ spread for the installation of both devices.
- ❖ Air gap drainage shall be drained to a floor drain or a sump pit. **All piping & installation of air gap drainage shall be performed by licensed plumbing contractor.**
- ❖ An expansion tank at the water heater shall be supplied & installed by a licensed plumbing contractor.
- ❖ The complete installation of an expansion tank, air gap drainage, RPZ & water meter shall be completed within 30 days after the completion of installation of new water service.
- ❖ The RPZ shall be tested annually. This test can be done by the Village of Arlington Heights and scheduled by calling the Public Works Department at (847) 368-5800.
- ❖ Failure to complete the installation and testing procedure within 30 days will result in the termination of domestic water service.

#### SEALING PROCEDURE

- ❖ Water wells shall be sealed within 30 days after the well is no longer in use.
- ❖ Water wells must be sealed **prior** to demolition of structures.
- ❖ Failure to seal the well within 30 days will result in termination of the domestic water supplied by the Village of Arlington Heights.
- ❖ Water wells shall be sealed by a licensed water well driller in compliance with the Illinois Water Well Construction Code.
- ❖ The sealing shall be witnessed by the Village of Arlington Heights and the Cook County Department of Public Health (CCDPH). Call (847) 368-5762 to schedule an inspection with the Village of Arlington Heights and (847) 818-2843 to schedule CCDPH. **Scheduling must occur with a minimum of 48 hours prior to sealing.**

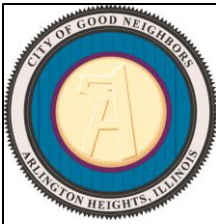
### SEPTIC TANKS

- ❖ Septic tanks shall **not** be abandoned prior to the public sewer connection being completed and approved.
- ❖ Septic tanks shall be abandoned **prior** to demolition of structures.
- ❖ Septic tanks no longer in use shall be properly abandoned within 10 days of the public sewer connection being completed and approved.
- ❖ Septic tanks shall be completely pumped by a licensed sewage transporter. The floor and walls shall be cracked or crumbled so the tank will no hold water and the tank shall be filled with sand, crushed stone or soil. If the tank is removed from the ground, the excavation shall be filled with soil.
- ❖ The Village of Arlington Heights shall witness that the tank is completely empty and that the abandonment is done properly. Call 847-368-5762 to schedule this inspection. **Scheduling must occur at least 48 hours prior to pumping of the tank.**

The undersigned has read and understands the information provided in this informational handout, and agrees to comply with all applicable Village codes.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Job-Site Address:** \_\_\_\_\_



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### **OPEN EXCAVATIONS OR AREAS OF CONSTRUCTION**

All construction that will have open excavations or exterior work above the first floor level shall be secured with a fence to prevent persons from falling into the excavation or being injured because of the construction activity.

If a permit authorizes demolition or construction of a new structure or addition, the work area is required to be fenced. This fencing must be installed prior to any work commencing and must remain in place until the demolition is completed with no additional work anticipated on the site, or written confirmation from the building inspector that there are no open excavations and the site can be secured after the fence has been removed.

The perimeter of the work area shall be protected by a fence, not less than 5 feet in height. The fence must be of chain link or equal quality and strength, and firmly weighted to or anchored into the ground, with uprights at a maximum of 8 feet on center. All doors or gates in the fence must be locked at all times other than when there is work taking place in the site.

Failure to comply may result in a STOP WORK Order being issued, an emergency fence being rented and installed by the Village and citations being issued.

Under the NPDES Phase II program through the US EPA, storm water runoff from private construction sites must be controlled. Prior to any excavation work, a silt fence must be properly installed around the perimeter of the work area and maintained until final restoration. Failure to comply will result in the issuance of a Stop Work Order. Property must be graded to prevent water from ponding.

In addition, grass and weeds on properties under construction must be cut and maintained below 8 inches in height. Failure to comply will result in the Village having the property maintained and billing the undersigned for the expense.

This is to acknowledge that no underground oil storage tanks have been located at the above address. Where an oil tank is located, proper documentation and release from the Office of the State Fire Marshall must be submitted before the issuance of the permit.

The undersigned has read and does understand all of the above:

Date: \_\_\_\_\_

Job-Site Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_