

Village of Wilmette Demolition Process

1. Submit a demolition permit application. Complete Building Permit Application Pages A and C and submit the following required submittals:
 - Topographic of existing site with elevations where the front yard setback crosses the side lot lines identified.
2. Secure a water and sewer disconnect permit. Complete Building Permit Application Pages A and C, identifying the size of the proposed new service. The work needs to be completed and inspected by the plumbing inspector before a demolition permit will be issued.
3. Contact the Village of Wilmette staff listed on page 2.
4. Contact the relevant agencies listed on page 3. A representative from the agency must either sign and date the checklist or the applicant may submit a signed letter from an authorized person on agency letter head.
5. Additional permits may be required. Cook County requires permits for all structure demolition. Cook County also requires a permit or waiver for asbestos abatement. A copy of this approved permit must be submitted with the completed demolition checklist. See the checklist for possible permits required and contact information.

Before a demolition permit will be issued:

- The Finance Department must do a final water meter reading and remove the meter;
- All utilities must be disconnected and inspected; and
- Water and sanitary sewer lines, and storm sewer lines (if applicable) must be permanently disconnected in the street by a licensed plumber; and
- New water and sewer service is to be installed from the main to the parkway at the time of disconnection.

Please contact the code enforcement officer at (847) 853-7521 for questions about the demolition permit and process.

Attachments:

Plumbing requirements for water service connections (1 page)

Fire Department request for use of the structure and agreement of use form (2 pages)

Building height certification form, for new single-family homes (2 pages)

Demolition notice to neighbors and affidavit forms (2 pages)

Cook County demolition requirements (1 page)

* This is provided for information only. Contact Cook County for all applicable forms.

Cook County asbestos notification form (2 pages)

* This is provided for information only. Contact Cook County for all applicable forms.

Village of Wilmette Demolition Checklist – Village of Wilmette Departments

Please contact each of the staff members listed below.

- | | | | |
|-------------------------------------------------------------------------------------|-----------------------------|----------------|--------------------------|
| Ted Blumenthal | Code Enforcement | (847) 853-7521 | blumenthalt@wilmette.com |
| To discuss site maintenance requirements | | | |
| Rachael B. Randolph | Planner III | (847) 853-7519 | randolphr@wilmette.com |
| To confirm the required front yard setback and determine grade for new construction | | | |
| Andre Skula | Utilities/Street Supervisor | (847) 853-7590 | skulaa@wilmette.com |
| To discuss the necessary work in the public right-of-way | | | |
| John Kemppainen or | Village Forester | (847) 853-7587 | kemppainenj@wilmette.com |
| Kevin Sorby | Village Forester | (847) 853-7600 | sorbyk@wilmette.com |
| To discuss tree protection on private property and the public right-of-way | | | |
| Al Janosz or | Water Meter Department | (847) 853-7537 | janosza@wilmette.com |
| Andy Lazar | Water Meter Department | (847) 853-7537 | lazara@wilmette.com |
| To discuss removal of the existing water meter | | | |
| Rick Ciccione | Asst. to the Fire Chief | (847) 853-7693 | ciccioner@wilmette.com |
| To discuss underground tank removal | | | |
| Bob Amoruso | Finance Director | (847) 853-7599 | amorusob@wilmette.com |
| To arrange for payment of final water bill | | | |

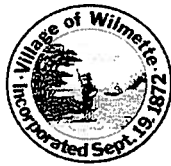
**Village of Wilmette
Demolition Checklist – Outside Agencies**

PROPERTY ADDRESS: _____

APPLICANT: _____

A representative from the agency must either sign and date the checklist or the applicant may submit a signed letter from an authorized person on agency letter head.

- _____ 1. Northern Illinois Gas Disconnection Representative; (800) 427-6228. Please attach to this checklist a copy of the faxed approval.
- _____ 2. Commonwealth Edison Service Representative; call (800) 334-7661. Please attach to this checklist a copy of the faxed approval.
- _____ 3. Joint Utility Location Information for Excavator (JULIE); 811.
- _____ 4. Cook County Environmental Control for Cook County demolition permit; call (312) 603-8200. Please attach to this checklist a copy of the Cook County Demolition permit and asbestos report.
- _____ 5. Asbestos: An Illinois EPA permit must be obtained from the Illinois EPA for all commercial projects of 4 or more units; call (847) 294-4000.
- _____ 6. Illinois Department of Asbestos Abatement/Environmental Health for commercial projects and residential of greater than 4 units; call (217) 785-1743.
- _____ 7. Cook County Highway Dept: Right-of-Way opening; call (312) 603-1670.
- _____ 8. State Roads: Right-of-Way opening; call (847) 705-4131.



VILLAGE OF WILMETTE

Public Works Municipal Yard

711 Laramie Avenue
WILMETTE, ILLINOIS 60091-2051
(847) 853-7500

Contractor Requirements for Indirect Taps for Water Service Connections

1. For 1 ½" services, a 1 ½" tap through a 12" x (pipe diameter) stainless steel sleeve with a 1 ½" outlet is required. (Supplied by Village) The stainless steel sleeve shall be fitted with copper conductivity strips to provide continuity between the water service and the water main.
2. For 2" services, a 2" tap through a 12" x (pipe diameter) stainless steel sleeve with a 2" outlet is required. (Supplied by Village) The stainless steel sleeve shall be fitted with copper conductivity strips to provide continuity between the water service and the water main.
3. Taps shall be 18" from any pipe flaws, joints or other taps.
4. Since the main is tapped at the 3:00 position, the excavation shall be a minimum of 60" x 60" from the face of the tapped main.
5. **OSHA approved shoring is required for excavations deeper than 47"**.
6. Village of Wilmette tapping crews will not work in an undermined excavation. Tapping crews will not work under curbs. Curb must be removed from excavation area.
7. No taps will be scheduled after noon on Fridays.
8. There shall be no water in the excavation.
9. The water main will be exposed for the width of the excavation. The entire circumference of the main shall be cleaned for the tapping sleeve for a width of 15".
10. **Contractor will be charged the hourly rate for delays or cancellations due to non-compliance with these requirements.**

Contractor supplied parts:

For 1" service

1. Mueller part #B-25204, 1" curb stop valve
2. Tyler part # 95E, curb stop box (saddle type)
3. All Copper

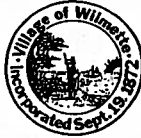
For 1 ½" service

1. Mueller part #B-25204, 1 ½" curb stop valve
2. Tyler part # 95E, curb stop box (saddle type)
3. All Copper

For 2" service

1. Mueller part #B-25204, 2" curb stop valve
2. Tyler part # 95E, curb stop box (saddle type)
3. Tyler part # F/6500 enlarged base for curb stop box
4. All Copper

Village of Wilmette supplies required stainless steel tapping sleeves and corporations



VILLAGE OF WILMETTE

Fire Department, 1304 Lake Ave.
WILMETTE, ILLINOIS 60091-0040

(847) 251-1101
FAX (847) 853-7704
TDD (847) 853-7634

To: Property Owner

From: James W. Dominik, Deputy Fire Chief

Subject: Property use for Fire Department training

The Wilmette Fire Department is asking all property owners who are planning on demolishing their property to allow the Fire Department to use it for training purposes prior to its demolition. The opportunity to use a structure to provide realistic training is an invaluable asset. We would appreciate this opportunity to use your structure, if possible, prior to demolition.

The Fire Department would use the structure to practice search and rescue drills, forcible entry, and ventilation techniques. There would be no live burning of any kind. During this time there would be a mutual hold harmless agreement in place to protect both parties

If the Fire Department could use your structure prior to demolition it would help us in further training our personnel better so that we may provide a safer and more efficient service. Please find the attached Mutual Hold Harmless agreement. If this opportunity is possible please contact Deputy Fire Chief Dominik at the Fire Department (847) 251-1101.

Thank you for your time regarding this matter.

**AGREEMENT FOR USE OF STRUCTURE FOR FIREFIGHTER
TRAINING BY THE VILLAGE OF WILMETTE FIRE DEPARTMENT**

I, _____, am the record owner of the property located at _____, Wilmette, Illinois, and I have obtained a demolition permit for a certain structure located on this property, that being _____, and that I am the owner of any contents or personal property located in this structure. I hereby agree to allow the Wilmette Fire Department and its officers and employees to use this structure for firefighter training between the dates of _____ and _____.

I understand that the Wilmette Fire Department expects to conduct training in and about the structure described above that may include search and rescue drills, forcible entry, and ventilation techniques. I understand that, although the Wilmette Fire Department will not engage in any live burning of the structure or its contents during the training described in this agreement, the training that the Wilmette Fire Department will use my structure for is destructive in nature, and will result in damage to the structure and to any or all contents or other personal property located inside the structure. I hereby release the Village of Wilmette, the Wilmette Fire Department, and any of their officers, agents, employees, contractors or insurers from any claims for loss of or damage to the structure or its contents arising directly or indirectly from the use of my structure for the training described in this agreement.

In exchange for my agreement to these terms, the Village of Wilmette agrees to indemnify, defend and hold me harmless from any and all claims for personal injury or property damage or loss (other than damage or loss of the structure or any of its contents) arising directly or indirectly from the Wilmette Fire Department's use of my structure for the training purposes described in this agreement.

AGREED this _____ day of _____, 19____.

Property Owner Signature

Property Owner's Name (Print)

Address

City, State, Zip Code

Telephone Number

VILLAGE OF WILMETTE

BY: _____
Village Manager

BY: _____
Fire Chief

Building Height Certification New Single-Family Construction

Property Address: _____

Established Front Yard Setback: _____ (see Community Development Department)

The height of a single-family home is measured from grade. For the purposes of the Zoning Ordinance, grade is defined:

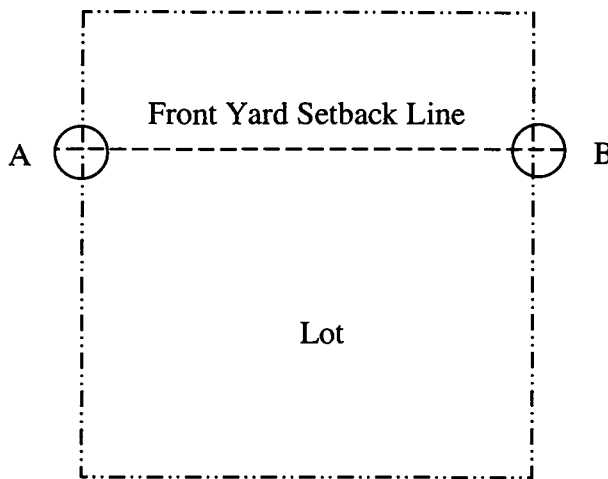
GRADE: The height of the principal structure shall be measured from a baseline elevation that is the computed average of the existing elevations as measured at the side property lines at the required front yard setback line.

“Existing Elevation” or “Existing Grade” shall be defined as the pre-construction elevation of the ground contour or as determined by the Village Engineer.

Calculate Pre-Existing Grade

Pre-Existing Grade Elevations at Intersection of Front Yard Setback at Side Lot Lines

A _____ + B _____ = _____ / 2 = _____



Determine Proposed Building Height

Add pre-existing grade elevation to proposed building height from architectural plans

_____ + _____ = _____
 Pre-Existing Grade Height of Building Proposed Height Above Grade

I certify that the above is true and correct to the best of my knowledge.

 Name/Signature

 Date

Building Height Certification Instructions

1. Identify the established front yard setback for the subject property. Contact Community Development at (847) 853-7550 to confirm the established setback.
2. Identify the existing pre-construction elevations on the existing grading plan for the new home.
3. From the grading permit submittal, calculate the existing elevation of grade.
4. Add the proposed building height to the elevation of grade.
5. Identify on the building plans the elevation of grade.

Grading Plan submittal should include identifying the two elevation points that make up pre-existing grade.

Building permit plans should indicate the grade for height purposes on the elevation and/or building section.

This worksheet is to be submitted with the building permit application. If the grading plan and building permit plan that support this worksheet are not submitted, no further plan review will be conducted.

**NOTIFICATION TO NEARBY PROPERTY OWNERS
REGARDING RESIDENTIAL BUILDING DEMOLITION**

A copy of this notice is to be given to all adjacent property owners as required below.

Address of Subject Property _____

Name of Property Owner _____

Phone No. of Property Owner _____

Name of Contact Person _____

Phone No. of Contact Person _____

Date of Demolition _____

PLEASE BE ADVISED that a demolition permit application has been submitted to the Village of Wilmette for the above referenced property. Pursuant to Section 9-4.2.2 of the Wilmette Village Code, it is required that at least 24 hours in advance of demolition, specific notice of the exact date upon which demolition is to occur shall be provided to such nearby residents.

Notice is being provided to you as a nearby property owner. This notice is intended to give you the opportunity, prior to the commencement of demolition, to discuss what impact, if any, there may be to your property. You may contact the person(s) listed above in this regard.

Should you have additional questions regarding the requirements feel free to contact the Community Development Department at (847) 853-7550 and TDD (847) 853-7634 between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday.

**Village of Wilmette
Notice of Demolition
Affidavit of Compliance**

INSTRUCTIONS:

1. Identify all nearby properties.
2. For all properties identified in #1 above, serve written notice, in the form provided by the Village, upon all persons to whom the current real estate tax bills are sent, as shown on the record of the local real estate tax collector, and all parties residing on or in possession of any portion of the property. Notice may be served by registered or certified mail return receipt requested; or by hand delivery.
3. Complete this Affidavit with the information requested below and submit to the Village.

ADDRESS OF SUBJECT PROPERTY: _____

I, _____, state upon oath that I have complied with the applicable (Print Name of Person Completing Affidavit) demolition notice requirements of Section 9-4.2.2 of the Wilmette Village Code in that written notice has been served and received by all nearby property owners.

Address of Nearby Property	Name of Property Owner(s)	Service		Date Notice Received
		Hand Delivery	Mail	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Subscribed and sworn before me
this ___ day of _____, 200__.

(Signature of Person completing Affidavit)

Date: _____

NOTARY PUBLIC

(SEAL)



DEMOLITION PERMIT REQUIREMENTS

1. Complete application in its entirety **where applicable**. Be sure to sign your name in the upper right-hand corner, include your real estate property tax index number and property's legal description.
 2. For demolition of residential accessory building that is less than 625 square feet, a copy of the homeowner's liability and personal injury insurance policy in the amount of \$250,000 with Cook County as the Certificate Holder **must be submitted** before approval of the application.
 3. Residential structures above 625 square feet and all properties zoned commercial or industrial **must** have a registered demolition contractor. The contractor must submit a letter of intent with a Cook County Registration Number.
 4. Three current (not more than five years old) Plat of Survey of subject property must be submitted.
 5. Site Plan or Plat of Survey must indicate if the property is served by Public Sewer and Water or Well and Septic.
 - If sewer and water**, you must submit a letter of intent from a registered plumbing and/or sewer contractor or letter from municipality doing the disconnects.
 - If septic and well**, you must indicate if the well is to be plugged or capped.
 - a. If capped (temporary), you must submit a letter of intent from a registered contractor as well as a letter of approval from the Cook County Department of Public Health approving the capping.
 - b. If plugging, you must submit a letter of intent from a registered well contractor.
- If you have any questions, please call our Plumbing Department at 312-603-0514.
6. A notarized affidavit must be submitted from the property owner or electrical contractor stating that all electric has been safely disconnected and no hazardous condition exists.
 7. **All demolition permits will require a permit or waiver of permit from Cook County Environmental Control Department, 312-603-8200.**
 8. Industrial or commercial zoned properties will also require a permit or waiver of permit from Illinois Environmental Protection Agency.
 9. Remit a minimum deposit of 1/10 of 1% of the estimated cost of work or \$25 (whichever is greater) made payable to Cook County Collector. The permit deposit is not refundable.

**STATE OF ILLINOIS
ASBESTOS ABATEMENT PROJECT
NOTIFICATION FORM**

Projects greater than 3 sq/ft and/or 3 ln.ft. and ALL SCHOOL projects shall be submitted to IDPH.
Projects greater than 160 sq/ft and/or 260 ln.ft. and demolition projects shall be submitted to IEPA.

Date: _____
Revision # : _____
Item Numbers Revised: _____
* If revision, complete section below
Fax # (217)785-5897 (IDPH ONLY)

This form shall be used for all Original and Revised Notifications submitted to ILLINOIS ENVIRONMENTAL PROTECTION AGENCY, ILLINOIS DEPARTMENT OF PUBLIC HEALTH. For Original Notices only to COOK COUNTY DEPARTMENT OF ENV. CONTROL.

TYPE OF NOTIFICATION: (select type of notice)							
Circle Type of Project Below				Notice will not be accepted unless one and only one type of project is circled below.			
(select type of project)							
*CHANGE IS MADE BY: (Circle One) (select person making change)							
1. FACILITY INFORMATION							
FACILITY NAME:				SCHOOL BLDG ID:			
LOCATION OF ASBESTOS CONTAINING MATERIAL (ACM) IN STRUCTURE:							
Bldg Size:		SqFt:		#Flrs:		Age:	
Prior Use:				Present Use:			
Future Use (Demo):							
Address:							
City:				County:		Zip:	
Contact Person:				Phone:			
2. SCHOOL DISTRICT/FACILITY OWNER							
District Name and Number:				Address:			
City		State:		Zip:			
Contact Person:				Phone:			
COPIES OF ABATEMENT PERMISSION AND WRITTEN VERIFICATION OF NOTIFICATION TO ALL BUILDING OCCUPANTS AND USERS FROM THE BUILDING OWNER OR SCHOOL BOARD SHALL BE SUBMITTED FOR PUBLIC AND PRIVATE SCHOOL FACILITIES AS REQUIRED BY SECTION 855.350 OF THE IDPH ASBESTOS CODE.							
3. ASBESTOS CONTRACTOR:						ID#:	
Address:							
City:				State:		Zip:	
Contact:				Phone:			
4. DEMOLITION CONTRACTOR:							
Address:							
City:				State:		Zip:	
Contact:				Phone:			
5. ABATEMENT INFORMATION:						IS ASBESTOS PRESENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIPTION OF PLANNED DEMOLITION OR RENOVATION WORK:							
METHODS TO BE EMPLOYED INCLUDING DEMOLITION OR RENOVATION TECHNIQUES:							
DESCRIPTION OF WORK PRACTICES AND ENGINEERING CONTROLS USED TO PREVENT EMISSIONS AT THE DEMOLITION OR RENOVATION SITE:							
6. REGULATED ASBESTOS CONTAINING MATERIALS TO BE REMOVED (RACM)		Non-friable asbestos not to be removed (demolition) CAT I CAT II		Non-friable asbestos to be removed CAT I CAT II		TOTAL ASBESTOS TO BE REMOVED	NESHAPS (Circle one)
Pipes (Ln. Ft.)						0.00	Y <input type="checkbox"/> <input type="checkbox"/> N
Surface Area (Sq Ft)						0.00	Y <input type="checkbox"/> <input type="checkbox"/> N
Volume (Cu Ft)						0.00	Y <input type="checkbox"/> <input type="checkbox"/> N
7. ABATEMENT DATES AND TIMES:				Start:		Finish:	
SCHEDULED DEMOLITION DATE:				Start:		Finish:	
WORKING WEEKENDS?				<input type="checkbox"/> YES		<input type="checkbox"/> NO	

8. PROJECT DESIGNER ID#: 100-		NAME:	
Complete Project Designer Name and License ID# if this project was designed by a Designer			
9. INSPECTOR ID#: 100-		NAME:	
10. PROCEDURE, INCLUDING ANALYTICAL METHOD, USED TO DETECT THE PRESENCE OF ASBESTOS			
NAME OF ANALYTICAL TESTING LABORATORY:			
11. ASBESTOS PROJECT MANAGER ID#: 100-		NAME:	
12. AIR SAMPLING PROFESSIONAL ID#: 100-		NAME:	
13. DISPOSAL SITE		LANDFILL NAME:	
Address:		Landfill Permit#:	
City:	State:	Zip:	Phone:
14. WASTE TRANSPORTER		NAME:	
Address:		Contact:	
City:	State:	Zip:	Phone:
15. IS DEMOLITION ORDERED BY A GOVERNMENT AGENCY? Y N (If Yes, a signed copy of Order must be attached)			
Government representative ordering the activity:			
Title:	Date of Order:	Ordered Demolition Date:	
16. FOR EMERGENCY RENOVATION			
Date and hour of emergency (mm/dd/yy):		AM/PM	
Description of the sudden, unplanned event (e.g. structure in danger of imminent collapse):			
17. Description of procedures to be followed in the event that unexpected asbestos is found or previously nonfriable asbestos material becomes crumbled, pulverized or reduced to powder.			
THE ABOVE INFORMATION IS REQUIRED PER NESHAP 40 CFR-SUBPART M-61.145, REV. NOV. 20, 1990. ALL SECTIONS MUST BE COMPLETED TO AVOID NOTICE VIOLATION.			
I CERTIFY THAT AT LEAST ONE REPRESENTATIVE TRAINED IN THE PROVISIONS OF 40 CFR PART 61, SUBPART M, SHALL BE ON SITE DURING DEMOLITION OR RENOVATION, HAVING IN HIS OR HER POSSESSION FOR INSPECTION EVIDENCE THAT THE REQUISITE TRAINING HAS BEEN ACCOMPLISHED.			
CERTIFICATE # _____		NAME OF TRAINING COURSE _____	
I CERTIFY THE ABOVE INFORMATION IS CORRECT.			
_____ SIGNATURE OF CONTRACTOR OR THE BUILDING OWNER'S REPRESENTATIVE		_____ DATE	
ILLINOIS. EPA AGENCY USE ONLY			
This form shall be mailed to Ill. Environmental Protection Agency, P.O. Box 19276, Springfield, IL 62794-9276. (Original signature only, photocopy not valid) - FOR ILEPA ONLY.			
Date Received:	Input to ACTS:	Post Mark Date:	To Cook/City:
Champaign	LaSalle	Springfield	Rockford Moline Marion
For Cook County Departmental Use Only.		Mail to Cook Co Dept. of Env. Control, 69 W. Washington, Suite 1900, Chicago, Il 60602-3004	
Date Received CCDEC:	Post Mark Date:	Input Into Computer:	
Inspection Fee Received:	Inspection priority Top _____ High _____ Low _____	Must be Inspected	
Date(s) of Inspections			
Inspection Report Attached	YES _____ NO _____	Violation Copies Attached	YES _____ NO _____