

**CITY OF EVANSTON
DEMOLITION INSTRUCTION FORM**

The City of Evanston requires that all structures to be demolished obtain a City building permit. To obtain a permit you will be required to provide:

1. **Proof of permit by the Cook County Environmental Board (312-603-8200)**
This permit is not required for demolition of single family garages.
2. **Written disconnection sign-offs from all the utilities (SEE SIGN-OFF SHEET).**
NOTE: Disconnection of City sewer and water service requires separate permit
3. **Installation AND INSPECTION of an 8-foot high construction fence, firmly anchored in the ground, around the site.**
NOTE: Requires separate permit
4. If foundation extends more than 42 inches below grade, **installation AND INSPECTION of a soil retention system may be required**, based on distance from property line
NOTE: Requires separate permit
5. **Proof of notification of the adjacent properties.** Provide certified letter receipts.
6. **Photographs of front and rear of building to be demolished.**
7. **One copy of plat of survey of building.**
8. **Obtain any street/sidewalk obstruction permits or dumpster permits as required by Traffic Engineering (847-866-2922).**
9. **Topographical/Grading survey delineating existing grades of the property.**

We ask that you notify the Evanston Fire Department, Training Officer, at **847-866-5927** well in advance of the proposed demolition date. Structures scheduled for demolition can be used as training sites for both our Fire and Police Departments.

*Once a permit for demolition has been issued, the construction site and all City property must be kept clean. The site must remain protected with the **8-foot high construction fence** until the site has been graded and all equipment has been removed.*

A final inspection is required when the structure has been taken down, the foundation removed and the site has been filled in, graded and seeded. *Seeding of the site is required to be done within 1 week of the demolition of the structure.* **Call 847-866-2932 to schedule an inspection.**



AFFORDABLE HOUSING DEMOLITION TAX

A person granted a permit for demolition of a residential structure shall pay an affordable housing demolition tax of :

- (1) \$10,000 for the demolition of any single-family detached residential structure, or
- (2) \$10,000 or \$3,000 for each unit in the structure (whichever amount is more) for the demolition of any multi-family, single-family attached, or two-family residential structure.

*For additional information regarding this tax go to website <http://www.cityofevanston.org>.
City Code – Title 4: Building Regulations – Chapter 22: Affordable Housing Demolition Tax.*

DEMOLITION SIGN-OFF SHEET

YOU MAY PHOTOCOPY THIS SIGN-OFF SHEET TO OBTAIN THE SIGNATURES OF ONE OR ALL THE UTILITIES AFTER THE REQUIRED DISCONNECTS ARE PERFORMED.

ADDRESS OF STRUCTURE(S) TO BE DEMOLISHED _____

VOLUME OF STRUCTURE IN CUBIC FEET (Including basements & attics) _____

The fee for demolition permits shall be computed on the cubic volume of the building or structure to be demolished as follows: \$50 basic fee plus \$5.00 for each 1,000 cubic feet of volume. The cubic volume shall not include the basement and or/cellar. Additionally, there will be a plan review fee.

SIGNATURE OF PROPERTY OWNER _____ **TELEPHONE** _____

| <u>UTILITY</u> | <u>TELEPHONE #</u> | <u>SIGNATURE & DATE</u> |
|--------------------------------------|--|-----------------------------|
| NICOR | <u>1-800-730-6114</u> | _____ |
| COM-ED | <u>1-800-334-7661</u> | _____ |
| SBC (or local telephone provider) | <u>847-869-5940</u> <u>847-866-8781 (Fax)</u> | _____ |
| WATER DEPARTMENT | <u>847-866-2942*</u> | _____ |
| SEWER DEPARTMENT | <u>847-866-2932**</u> | _____ |
| TRAFFIC DEPARTMENT | <u>847-866-2922</u> | _____ |
| DIR. OF COMMUNITY DEVELOPMENT | <u>847-866-2931</u> | _____ |

(Director to sign when all requirements are met)

* The City Water Department must perform the water disconnects and removal of water meters.

** The City Plumbing Inspector must be present for the sewer disconnects. Call a minimum of 48 hours in advance.