



Checklist Demolition

The City of Evanston requires that a permit be obtained for the demolition of any structure, including detached garages. Please refer to [Section 4-2-2](#) of the City Code for demolition requirements.

Notes:

- All contractors are required to be registered with the City of Evanston's Building & Development Services division.
 - The demolition/construction site and all City property must be kept clean for the duration of the project.
 - The site must remain protected with the 8-foot high temporary construction fence in place until the site has been graded and all equipment has been removed.
 - Permits are required for use of a City hydrant during demolition. Contact the Water Department at (847) 448-4311.
 - By franchise agreement, LRS is the City's dumpster supplier. If dumpsters will be required, please contact LRS at (844) NEED-LRS.
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Address of Structure to be Demolished:

Evanston, IL

Checklist:

- Permit Application** (submit online using the [Citizen Portal](#))
- Copy of the **Cook County Environment and Sustainability Demolition Permit**
(Online Application Only – <https://www.cookcountyil.gov/service/demolition-permitting>)
- Disconnection sign-offs** from all the utilities (see Utility Disconnect Sign-Off Sheet on page 4)
 - Sewer and water service disconnection requires a separate permit (see the [Water and Sewer Services Demolition Worksheet](#)).
- Installation AND inspection of an 8-foot high **temporary construction fence** enclosing the project site.
 - Temporary construction fences require a separate building permit. See the [Temp Construction Fence Worksheet](#) for requirements.
- Proof of **notification to adjacent properties**.
 - Provide certified letter receipts.
 - Secondary notification, by mail or door hanger, required if work does not begin within 7 days of the initial (or any subsequent) notification.

- Photographs** of the front and rear of the structure to be demolished.
- Copy of the **plat of survey** with topographical details indicating the existing grades of the property.
- Provide a **Construction Management Plan (CMP)** (applicable to planned developments and/or structures over 20,000 sq. ft.)
- Obtain a **Right of Way (ROW) permit** for any street/sidewalk obstructions or dumpster placement, as required by the City's Capital Planning & Engineering Bureau.
- Provide **storm water pollution prevention measures** as directed by the City Engineer.
- Soil retention systems** may be required depending upon the structure's distance from property lines. The contractor must have retention material on site in case immediate shoring is needed.
 - If required, a soil retention system requires a separate building permit.
- Submit a **Rodent Control Letter** from a licensed pest control contractor certifying the structure and premises are rodent free.
- Payment of **Affordable Housing Tax** – residential properties only (see below for details).

For a Detached Garage demolition permit only, please submit:

- Permit Application (submit online using the [Citizen Portal](#); include cubic footage of garage)
- Copy of the Cook County Environment and Sustainability Demolition Permit
(Online Application Only – <https://www.cookcountyil.gov/service/demolition-permitting>)

Affordable Housing Demolition Tax:

- A person granted a permit for demolition of a residential structure shall pay an affordable housing demolition tax of:
 - (1) Twenty-one thousand two hundred seventy-nine dollars (\$21,279.00) for the demolition of any single-family detached residential structure, or
 - (2) For the demolition of any multi-family, single-family attached, or two-family residential structure, either twenty-one thousand two hundred seventy-nine dollars (\$21,279.00) plus four thousand two-hundred fifty-six dollars (\$4,256.00) for each additional unit above the first unit for two (2) to five (5) unit buildings, or seven thousand nine hundred eighty dollars (\$7,980.00) for each unit in the structure for buildings above five (5) units.
- For additional information regarding this tax, please review [Title 4, Chapter 18](#) of the city code.
- See [Section 4-18-3\(B\)](#) of the city code to review which structures are not subject to the Affordable Housing Demolition Tax.
- **Note:** Removal, demolition or deconstruction of 50% or more of a residential structure is deemed a demolition and subject to the Affordable Housing Tax, along with other new construction requirements. If performing a partial demolition, complete and submit a [Demolition Calculation Worksheet](#) with the project's building permit application and construction drawings. The Affordable Housing Demolition Tax is not applicable to projects where only interior building elements are being removed or altered.

Permit Fee Calculation:

VOLUME (LxWxH) OF STRUCTURE IN CUBIC FEET _____

- **Note:** The cubic volume shall include the basement and/or cellar.

The fee for demolition permits shall be computed based on the cubic volume of the building or structure to be demolished, as follows:

- Seventy-five dollar (\$75.00) base fee, plus sixty dollars (\$60.00) for each one thousand (1,000) cubic feet of volume

SIGNATURE OF PROPERTY OWNER _____

Approvals Required:

- Document Review
 - Construction Management Plan (CMP) Review (applicable to planned developments and/or structures over 20,000 sq. ft.)
 - Building Official Review
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Inspections:

- Inspections may be scheduled by calling (847) 448-4311 (Option 5).
 - Provide address, permit number and contact information
- Required Inspections
 - Temporary Construction Fence
 - Inspection is required after the footing/foundation has been removed, to verify removal prior to backfilling
 - Final Inspection - after the site has been backfilled, graded, and seeded
 - Seeding/sod must take place within 15 days of demolition.
 - Construction fencing must be removed within 15 days of seed/sod.

Utility Disconnect Sign-Off Sheet:

Please provide disconnection notices/letters for each of the utilities connected at the demolition site. All sign-offs are **required** prior to issuance of the demolition permit.

- ComEd:
Residential - (800) EDISON-1
Commercial - (800) NEW-ELEC

- Nicor Gas
(888) 642-6748

- Water Department * #
(847) 448-4311

- Sewer Department ** #
(847) 448-4311

- Right-of-Way impact?
 - YES (if so, please contact the City's Public Works Agency at (847) 448-4311)
 - NO

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

** The City's Plumbing Inspector must be present for the sewer disconnects. Please schedule the inspection a minimum of 48 hours in advance.

Sewer and water service disconnection requires a separate permit (see the [Water and Sewer Services Demolition Worksheet](#)).