



Village of Westchester

BUILDING DEPARTMENT
10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154
(708)345-0199 FAX (708)345-0884
WWW.WESTCHESTER-IL.ORG

DEMOLITION AND WATER & SEWER ABANDONMENT PERMIT PROCESS

Owner & General Name	Address/City/State/Zip	All Phone Nos. W/ Area Code
Contractor		
Owner		

SITE ADDRESS: _____

Please use this form as a guide for getting approvals from the Village to demolish a building. You will be communicating with the Community Development and Finance Departments.

THE BELOW STEPS MUST BE COMPLETED BEFORE A DEMOLITION PERMIT WILL BE ISSUED:

- Is the property connected to Village water? Yes ☐ No ☐
- Is the property connected to Village sewer? Yes ☐ No ☐
- Is there a water meter in the building? Yes ☐ No ☐

Do you owe any outstanding water or sewer bills? Call Finance 708-345-0020 Yes ☐ No ☐

CD staff: Verify the above information with water billing. Date _____ Initials _____

1. The water meter must have a final reading and must be removed from the building by Public Works. Call 708-345-0041 to schedule an appointment.

- Has the water meter been removed from the building? Yes ☐ No ☐

PW staff: Verify that the water meter has been removed. Date _____ Initials _____

2. The water and/or sewer service(s) must be abandoned at the Main **PRIOR** to obtaining a demolition permit. The contractor shall submit a Building Permit application to the **Building Department** for the abandonment of the old service(s) only or for abandonment of old and installation of new services(s). Submit three (3) plats of survey showing the existing water and sewer lines to be abandoned, silt fence and erosion control notes. The Community Development Department will process the permit application. Once the work is satisfactorily completed (abandonment and removal of water meter). The abandonment and installation of fences must occur before a demolition permit will be issued. Abandonment must be witnessed by the Community Development Department. Call 708-345-0199 to schedule an abandonment inspection.

PW staff: Verify that the water and sewer have been abandoned. Date _____ Initials _____

3. Contact J.U.L.I.E. at 800-892-0123 to located all utilities. Enter your JULIE Locate Number _____

4. Complete a Building Permit application for demolition of the structure in the Community Development Department.

- Contractors must be bonded and insured. Plumbers must have State of Illinois license on file with the Village.
- Approved documentation from the abandonment of utilities attached to building permit application (approval of abandonment and plat of survey with silt fence and erosion control fence). Attached? Yes ☐ No ☐
- Inspection required for erection of Silt/Erosion/Construction fence prior to demolition. _____
- Final inspection required to verify grading (if new construction is NOT to begin shortly after demo). _____
- Please provide Cook County Demo Permit.

AFTER THIS PERMIT IS ISSUED:

- Please note that the contractor is responsible for containing all debris on site, including soil erosion control and dust control. The contractor is responsible for removal of any debris which may be deposited on village right-of-way or on adjacent properties.

Following Notes should be copied onto plans submitted for demo permit.

DEMOLITION NOTES:

WATER SUPPLY SERVICE ABANDONMENT:

1. EXISTING WATER SERVICE MUST BE DISCONNECTED AT THE MAIN AND CORPORATION CLAMP USED.
2. IF CORPORATION STOPS LEAKS, REMOVE FROM MAIN AND USE SMITH BLAIR 261 SLEEVES TO ABANDON EXISTING SERVICE.
3. IF CORPORATION STOPS LEAKS, A CAP MAY BE USED AT THE DISCRETION OF THE PLUMBING INSPECTOR
4. OLD BUFFALO BOX MUST BE REMOVED.

SANITARY SEWER SERVICE ABANDONMENT:

1. EXISTING SANITARY SEWER SERVICE MUST BE DISCONNECTED AT THE MAIN.
2. REGARDLES OF SANITARY SEWER MAIN MATERIAL, THE MAIN MUST BE CUT OUT ON BOTH SIDES OF THE OLD SERVICE CONNECTION AND REPLACED WITH PVC SDR-26 D3034 OR BETTER.
3. USE OF NON-SHEAR MISSION COUPLINGS IS REQUIRED.
4. NEW PVC MAIN MUST BE SUPPORTED BY MEANS OF PIPE BEDDING. THE PIPE BEDDING SHALL BE PLACED SO THAT THE ENTIRE LENGTH OF THE PIPE WOULD HAVE FULL BEARING. NO BLOCKING OF ANY KIND SHALL BE USED TO ADJUST THE PIPE TO GRADE.

EROSION CONTROL NOTES:

1. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSTALLATION OF ALL EROSION CONTROL DEVICES INCLUDING, BUT NOT LIMITED TO, SILT FENCE AROUND THE CONSTRUCTION LIMITS, STONE ACCESS DRIVE AND FILTER FABRIC PROTECTORS IN ALL STORM MANHOLES AND/OR INLETS PER DETAILS.
2. IF THERE IS NO GENERAL CONTRACTOR, IT SHALL BE THE RESPONSIBILITY OF THE EXCAVATION/GRADING CONTRACTOR TO INSTALL ALL SOIL EROSION CONTROL DEVICES.
3. THE CONTRACTOR RESPONSIBLE FOR THE INSTALLATION OF THE EROSION CONTROL DEVICES SHALL MAKE AN INSPECTION OF THE INSTALLATION ON A WEEKLY BASIS OR FOLLOWING A RAINFALL OF ½ INCH OR MORE OVER A 24-HOUR PERIOD. A RECORD OF SUCH INSPECTIONS SHALL BE KEPT ONSITE AT ALL TIMES UNTIL FINAL ACCEPTANCE OF THE WORK.
4. IF ADDITIONAL EROSION CONTROL MEASURES NOT SHOWN ON THE PLANS ARE REQUIRED TO STOP OR PREVENT EROSION OR ARE REQUIRED BY ANY AUTHORITY HAVING JURISDICTION IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO INSTALL SUCH REQUIRED DEVICES.
5. ALL STATE AND LOCAL EROSION CONTROL MEASURES SHALL BE IMPLEMENTED AND MAINTAINED THROUGHOUT CONSTRUCTION.
6. ALL SILT FENCE SHALL BE INSTALLED AND APPROVED BY THE VILLAGE OF WESTCHESTER PRIOR TO CONSTRUCTION.