



Village of Bannockburn

# VILLAGE OF BANNOCKBURN DEMOLITION PERMIT GUIDELINES

<b>Permit Applicant Information</b>		<b>CONTACT PERSON:</b>	
PROPERTY OWNER:		PHONE #	
INSTALLATION ADDRESS:		E-Mail Address:	

### ***Prerequisite to Demolition Permit Application***

One of the following Architectural Review Commission (ARC) approvals is required.

- A New Single-Family home and associated improvements as part of the demolition of the existing principal structure or
- The demolition of the existing building, maintaining an empty lot, and providing landscaping and screening plans that meet the bufferyard requirements approved by the Village of Bannockburn Architectural Review Commission.

### ***Permit Application Review Process Timeline***

Within 21 days of receipt of a demolition permit application, the Village will publish notice of receipt of the application in a newspaper of general circulation within the Village.

A demolition permit shall be issued 120 days after the filing of a completed application for a demolition permit or a formal written request may be made to the Village Board to waive the 120-day waiting period.

***Required Demolition Permit Documents – Incomplete applications will not be accepted.*** Please include this list with your application in order to expedite the process. Note: additional items may be requested during the process.

- **BUILDING PERMIT APPLICATION**
- **BUILDING PERMIT & APPLICATION FEE:**
  - Deposit - \$575 for a Residential Permit and \$650 for a Commercial Permit. Payment by check or cash.
  - The total amount of permit fees and balance due will be provided during the permit review process.
- **\$10,000 DEMOLITION TAX:** Payment by check or cash
- **CONSTRUCTION SECURITY AGREEMENT:**
- **CONSTRUCTION SECURITY DEPOSIT:** The amount of the construction security deposit will be included in the permit fee calculation. A construction security deposit is based upon estimated pass through professional service expenses.
- **CONTACT JULIE** to provide utility marking
- **LAKE COUNTY WATERSHED DEVELOPMENT PERMIT (WDP)** may be required depending on the demolitions to the proximity to wetlands on the property, may be required.
- **5 COLOR COPIES AND ELECTRONIC PDF OF ALL OF THE FOLLOWING:**
  - **DETAILED WORKING DRAWINGS:** Provide scaled drawings. Plans shall be stamped by a State of Illinois Registered Architect and should include:
    - Location of demolition access, limits of demolition work/disturbance, to include basement excavation chain link fencing and lockable gate enclosing the demolition.

- Initial tree/shrub removal clearing shown on the plan. Demolition tree protection of trees outside the chain link fence.
  - Double row silt fence protecting wetlands, but 10 feet outside of any wetland buffer, treed or vegetated areas.
  - Post marking existing water line connection that will be used for the new home (likely at the b-box).
  - Well sealing instructions.
  - Location of any existing septic tank/private disposal locations that will be removed with this project.
  - Location of the dumpster, debris storage or working parking areas.
- **ENGINEERING PLANS.** Prepared and stamped by a State of Illinois Registered Professional Engineer.
  - **LANDSCAPING PLAN:** Prepared by a Professional Landscape architect.
    - Identify all existing trees (identify the type, species, size); by location on a plat of survey or formal landscape plan. A legend identifying, by number, all existing trees that are on the property and proposed trees to be planted for the reforestation plan. Identifying number shall reference the individual tree size or caliper, species, general condition and proposed disposition.
    - Indicate **exactly** what trees will have to be removed for the demolition (identify the type, species, size);
    - Identify all proposed location and proposed plantings.
    - Identify of property lines and bufferyard lines.
    - Boundary and specifications for the tree protection fencing that will be installed. (The tree protection fencing should be installed as close to the driveway and demo envelope while still allowing the demo vehicles room to maneuver.)

### ***Prior to Issuance of a Permit***

*the following information must be up-to-date and on file with the Building Department*

- **WATER & SEWER DISTRICT APPROVAL**
- **PLUMBER'S STATE OF ILLINOIS LICENSE AND A CERTIFICATE OF INSURANCE** (listing the Village of Bannockburn as additional insured).
- **PLUMBER'S LETTER OF INTENT.** Original signed letter required.
- **ELECTRICIAN'S LICENSE**
- **ILLINOIS STATE ROOFING LICENSE**
- **HVAC CONTRACTOR'S LICENSE.** This license may NOT be a business license.
- **LETTERS FROM ELECTRIC AND THE GAS COMPANY.** Confirming the termination of the electric and gas.

### ***Demolition Regulations***

If ARC approval was given for the demolition of the existing building, maintaining an empty lot, and providing landscaping and screening plans that meet the bufferyard requirements, during the one-year period following the issuance of the demolition permit, no (new) building permit shall be issued to allow the construction of a structure of building on this lot.

If ARC approval was given for the demolition and replacement of an existing single-family home, then construction of a new home and associated improvements are required to commence within 60 days after completion of the (actual) demolition of the principal building on the lot in question.

***Adherence to the Village of Bannockburn Ordinance & Building Codes:***

- International Building Code – 2018
- International Residential Code for One- and Two-Family Dwellings – 2018
- International Property Maintenance Code – 2018
- International Fuel Gas Code – 2018
- International Mechanical Code – 2018
- International Fire Code – 2018
- International Energy Conservation Code – 2018
- International Swimming Pool and Spa Code – 2018
- Illinois Plumbing Code 2014
- National Electrical Code – 2017
- Village Code – Bufferyards, Landscaping & Screening Requirements
- Village Building Code Amendments