



**Village of Deerfield**  
Checklist of Submission Requirements for  
Permit Applications

Effective Date:  
January 1<sup>st</sup>, 2016

Issued by:  
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# DEMOLITION

## Purpose of a Residential Demolition Permit:

- The Residential Demolition Permit Application should be applied for at the same time as the New Construction Permit Application.
- The Demolition Permit Application and the New Construction Permit Application require the submission of two separate Building Permit Applications (one for the Demolition and one for the New Construction).
- The Demolition Permit and the New Construction Permit each have their own separate permitting fees.
- If there is NOT going to be construction on the site for an extended period of time, the property needs to be graded off per an approved engineering plan.

## Permit Application - Requirements:

- A **completed** Building Permit Application with **ALL** of the following information:
  - Owner's name, address, phone number and signature
  - ALL** Contractors listing complete information to include address, zip codes and phone numbers
  - Estimated Cost of the Job
  - Signature of owner or acting agent
- Three (3) copies of a Site Engineering Plan
- Contractors bonds and licenses as required per project

*Please note that the submission of Individual Contractors Bonds and Licenses is determined by the Contractor performing the work.*

**ADDITIONAL INFORMATION ON THE BACK OF THE PAGE →**

## **Permit Release - Requirements:**

*Prior to the release of the Demolition Permit, the following must be completed and submitted to the Community Development Department:*

- Utility Disconnect Letter from Commonwealth Edison
- Utility Disconnect Letter from North Shore Gas
- Sewer, Water and Sanitary Disconnects Performed and Inspected
- Signed and Notarized Disclosure of Beneficiaries Letter
- Village Water Bill paid in full, and meter removed
- Village Approved Engineering Plans must be picked up, and Village Engineering Fees must be paid
- Construction Site Fencing completed, per the Village Approved Engineering Plans
- Construction Site Fencing inspected by the Village Building Department
- Demolition Debris Recycle Letter