

Demo (only) of a Single Family Residence Information

Demo Permit Review Requirements

- 4 copies of the existing Plat of Survey
- 4 copies of stamped civil engineering drawings, include a tree preservation plan and **site restoration plan** and proposed construction schedule
- Properly completed Demolition Permit. Include contractor information, signatures, clean-up designate and certificate of liability insurance in the amount of \$1 million per occurrence for the demolition contractors
- Properly completed Application of Certificate of Zoning Compliance
- Properly completed Stormwater Management Permit and notarized Stormwater Maintenance Facility Agreement
- Copy of Flagg Creek Sanitary District's disconnect permit.
- DuPage County Health Department's site visit approval (not applicable for those lots in Cook County)
- Certificate of Mailing receipt from the post office informing all properties within 250 linear feet of the subject demolition site
- Completed Abutting Neighbor Contact form for all properties adjacent to the subject site
- Photograph of the existing structure subject to demolition

Demo Permit Fees

- Calculated Demo Permit Fee is based on a published fee schedule available at the Community Development Department or online at the Village web site

Additional information regarding Zoning Codes can be found by following the following link: www.villageofhinsdale.org

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.

Here is a guide as to how the permit process works:

- Submit a completed permit application(s) with all the necessary information attached. (i.e. plans, plats, etc.) Refer to the specific application information packet for instructions. Any additional pertinent information should be addressed in a cover letter with your application submittal. If possible, copies of your contractors' bonds and licenses should also be submitted at this time. Payment for reviews would be included in this submittal: A check payable to the Village of Hinsdale for stormwater management permit, recording fee for stormwater maintenance, engineering review fees and a Certificate of Zoning Compliance.
- The plans are then put into the system and reviewed for Zoning and Code compliance. There may be more than one review of your plans (engineering, zoning, etc.).
- If your plans were not approved, you will receive a letter itemizing the deficiencies in the submitted plans that will need to be corrected **prior** to Permit issuance. You should review the questions from the plan reviewer and address the points with revised plans. Any revision to the plans should be clearly marked or highlighted and be accompanied by a cover letter explaining any changes made or answering any questions. Once you resubmit your revised plan the process will continue as explained above until your plans are approved.
- When the plans are approved, you will get a call advising you that your permit is ready and you will be advised of the permit fees. If any contractor has not yet been licensed or bonded as required, you will be notified at this time. All **required** bonds and licenses must be on file with us prior to permit issuance.
- Payment is due at the time the permit is issued. Payment must be made by cash or check only.
- At permit issuance you will receive your permit, a placard for display on the job site as well as a copy of the approved plans, which must remain on the job site at all times
- After the permit has been issued you may begin. Once the site is fully prepared call our office with the demolition day and time no more than four days prior to demolition and no fewer than two days prior the demolition. Three final topos, once restoration to a "stand" of grass has been established, and a final engineering inspection are required to complete this project.
- Upon completion of the project and after you pass **all** the required final inspections, you must provide the Building Commissioner with the original bond receipts that will then be submitted to the Finance Department for final distribution of funds.

If you have any questions about the permit process, please call our office at (630) 789-7030.

Our office hours are 8 a.m. to 5 p.m. Monday through Friday.

**COMMUNITY DEVELOPMENT DEPARTMENT
INSPECTION REQUIREMENTS
24 HOURS NOTICE REQUIRED**

Call (630) 789-7031 to schedule inspections

This department must make the following inspections before work may proceed:

Type of Inspection	When is inspection done?
Demo	2 – 4 days prior to demolition
Final Engineering & Stormwater	After completion of all grading and a “stand” of grass on property, and provision of 3 final engineering topos. After the Community Development Department’s approval a Certificate of Completion will be provided.

- Failure to call for the above inspections is in direct violation of the Code of Ordinances of the Village of Hinsdale.
- It is the permittee’s responsibility to see that no mud, debris or dust leaves the construction site. Failure to comply will result in citations.
- Construction noise shall not be permitted beyond all the allowable hours of work, which are 8 am to 8 pm weekdays and 8 am to 4 pm on Saturdays.
No work allowed on Sundays.
- Soil erosion control techniques must be employed as required.
- Failure to comply with the above may result in a “**STOP WORK**” order being issued.

**CHECKLIST FOR PERMIT SUBMITTAL - DEMO AND NEW CONSTRUCTION
ALL ITEMS LISTED REQUIRED AT SUBMITTAL**

ITEM	Submitted	Approved
Building Plans -4 SETS		
Engineering Plans - 5 SETS		
<i>HYDROLOGY REPORT</i>		
Overlay Plans - Each Floor & Sq Ft (1 SET)		
Tree Preservation Plans - 5 SETS (may be included on Engineering Plans)		
<i>Plat of Survey of Current Buildings</i>		
Demo Permit Application		
Building Permit Application		
App of Certificate of Zoning Compliance		
<i>Stormwater Management Permit</i>		
Stormwater Management Agreement		
<i>Certificate of Proper Mailing Notice</i>	SUBMIT NO LATER THAN 10 DAYS AFTER SUBMITTAL	
Flagg Creek Sanitary District - Disconnect and Reconnect Permits Contact - 630 323-3299		
Dupage Health Dept. Approval 630 682-7979 Ext 6114		
Dupage Impact Fee Payment Receipt Call 630 407-6700		
Abutting Neighbor Contact Form	Submit within 30 days after submittal	
General Contractor & Demolition Contractor's Certificate of Liability Ins.	Submit with last round of Revisions prior to payment	
Photo of Existing Structure - Front View		
<i>Construction Schedule</i>		
SUBMITTAL FEE		