



# CITY OF OTTAWA

Community Development Department  
301 W. Madison Street, Ottawa, Illinois 61350  
815-433-0161  
www.cityofottawa.org

## DEMOLITION PERMIT APPLICATION

(Please Print Clearly)

Updated 11/18/2022

### For Office Use:

Permit: \_\_\_\_\_

Date issued: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

Payment Method: \_\_\_\_\_

\_\_\_ Cash \_\_\_ Check \_\_\_ CCard

**IMPORTANT.... All commercial and public buildings** that are being considered for demolition, renovation, or an asbestos project must have an asbestos inspection conducted by a licensed asbestos professional and file a STATE OF ILLINOIS DEMOLITION/RENOVATION/ASBESTOS PROJECT NOTIFICATION FORM *prior* to any work being started, even if asbestos is not present. This form is attached. Additional information can be found at ([epa.illinois.gov/topics/air-quality/asbestos/](http://epa.illinois.gov/topics/air-quality/asbestos/)).

Upon issuance of a City of Ottawa Demolition Permit, inspections are required for the proper abandonment and disconnections of all utilities. It is the owner's/applicant's responsibility to arrange for electric and gas shut off/disconnect with the utility company. Inspections for water and sewer shut off/disconnects should be coordinated with the City of Ottawa Public Works Department. Required inspections for excavation, fill and surface restoration should be coordinated with the City Building Department.

The City of Ottawa will enforce the provisions of Chapter 33 of the International Building Code (2018 version). Construction documents may also be required for the issuance of a Demolition Permit.

Owner of Property: \_\_\_\_\_ Application Date: \_\_\_\_\_

Address of owner: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Structure/Location Address: \_\_\_\_\_ Parcel# \_\_\_\_\_

Contractor: \_\_\_\_\_ City Registration : \_\_\_\_\_

Please refer to Chapter 33, International Building Code (2018) for all demolition work requirements:

Type of Structure: \_\_\_\_\_ # of Stories: \_\_\_\_\_ Sq Ft of Structure: \_\_\_\_\_

Detail of Project: \_\_\_\_\_

(use back or attach additional info.)

As the owner or authorized agent for the owner of the property to which I am requesting a permit for, I certify that all information and attachments provided in this application are correct and that all applicable local, state, and federal regulations will be complied with in performing the work for which this permit is requested for. And that all work and inspections shall be completed within one year from the date of permit issuance.

Signature of Owner/Authorized agent of the owner \_\_\_\_\_

Date \_\_\_\_\_

This is to certify that I have examined the within detailed statement, together with all attachments provided relating thereto, and find the same to be in accordance with the provisions of the Local Ordinance, relating to the demolition at the aforementioned address, and that the same has been **APPROVED / DENIED** and entered in the records this date.

Building Official \_\_\_\_\_

Date \_\_\_\_\_

# **CITY OF OTTAWA**

## **PROCEDURE FOR WATER & SEWER SERVICE LINE DISCONNECTION**

**(in association with building demolition)**

1. Prior to beginning the demolition work, the Contractor shall first apply for a Demolition Permit which is issued by the Building Official.
2. Water services are to be disconnected at the water main. The Contractor is to provide trenching, backfill and traffic control. If trenching occurs in the street right-of-way, then a "Street Permit" must be obtained first. The Contractor must post a bond to guarantee the timely replacement of street surfaces such as asphalt, concrete or brick.
3. Contractor shall notify the Water Department at 815-434-0025 not less than 48 hours in advance to schedule the inspection by City forces of water service disconnection and abandonment of water service by Contractor. Contractor shall expose corporation stop, close corporation stop and remove a minimum of 12 inches of service line from the corporation stop. Prior to backfill, City forces will measure the location and depth for City records. The Contractor is to remove the Buffalo Box and backfill the trench.
4. Sewer services are to be cut and plugged at the street right -of-way or at the main by Contractor. For City records, the Contractor shall call the City Sewer Department at 814-433-0245 to inspect the plug and measure the location and depth of the abandoned sewer service.
5. After water and sewer services are properly abandoned, the Building Official issues Notice To Proceed with building demolition. The Contractor is to call the Water Department at 815-434-0025, ext. 250 for a final inspection.
6. City releases the Contractor's bond after completion of trench patching, if any.

# STATE OF ILLINOIS DEMOLITION/RENOVATION/ASBESTOS PROJECT NOTIFICATION FORM

**Environmental Protection Agency (IEPA):** Projects of at least 160 sq./ft or 260 linear ft., or 1 cubic meter and all demolition projects shall be submitted to IEPA. This form shall be submitted for all original notifications and revisions to IEPA (\$150) Attach Illinois E-Pay receipt if paid electronically.

**Illinois Department of Public Health (IDPH):** Abatement projects greater than 3 sq./ft and or 3 linear ft. up to 160 sq./ft or 260 linear feet and all school projects shall be submitted to IDPH. This form shall be submitted for all original notifications and revisions to IDPH (no fee).

**Cook County (excluding the City of Chicago):** All projects in Cook County must notify Cook County Dept of Environment and Sustainability & IEPA if applicable. This form and appropriate fee shall be submitted for all original notifications to Cook County. A Cook County Revision Form must be used to cancel an asbestos permit.






**City of Chicago:** All projects in the City of Chicago, except residential renovations in buildings with fewer than two dwelling units, must notify the City & IEPA if applicable. This form and appropriate fee shall be submitted for all notifications to the City of Chicago (see bottom pg 2 for fee amount).

**Copies of this form may be found at: [www.ildceo.net/enviro](http://www.ildceo.net/enviro)**

Date: <input style="width: 150px;" type="text"/>		Illinois E-Pay Authorization Code: <input style="width: 150px;" type="text"/>	
<b>TYPE OF NOTIFICATION:</b> <input type="checkbox"/> original <input type="checkbox"/> demolition <input type="checkbox"/> renovation <input type="checkbox"/> cancellation <input type="checkbox"/> revision <input type="checkbox"/> ordered demolition <input type="checkbox"/> annual Check Type of Project Below: <i>(Check all that apply.)</i> <input type="checkbox"/> Friable School Project <input type="checkbox"/> Non-Friable School Floor Tile Project <input type="checkbox"/> Commercial Public Building (Friable & Non-Friable)			
<b>Revised by:</b> <input type="checkbox"/> Contractor <input type="checkbox"/> Owner <input type="checkbox"/> Project Designer		#of times revised: <input type="text"/> List Section #'s being revised: <input type="text"/>	
<b>1. FACILITY INFORMATION:</b> Is this facility located in unincorporated Cook County? <input type="checkbox"/> Yes <input type="checkbox"/> No Facility name: <input style="width: 400px;" type="text"/> School Bldg ID: <input style="width: 100px;" type="text"/> Location of Asbestos Containing Material (ACM) in Structure: <input style="width: 800px;" type="text"/> Bldg Size: <input style="width: 100px;" type="text"/> Sq.Ft.: <input style="width: 100px;" type="text"/> #Flrs: <input style="width: 50px;" type="text"/> Age: <input style="width: 50px;" type="text"/> Present Use: <input style="width: 150px;" type="text"/> Prior Use: <input style="width: 400px;" type="text"/> Future Use (demo): <input style="width: 150px;" type="text"/> Address: <input style="width: 250px;" type="text"/> City: <input style="width: 100px;" type="text"/> County: <input style="width: 100px;" type="text"/> Zip: <input style="width: 100px;" type="text"/> Contact: <input style="width: 400px;" type="text"/> Phone: <input style="width: 100px;" type="text"/>			
<b>2. FACILITY OWNER OR SCHOOL DISTRICT:</b> <i>(Tip: Complete for all projects Commercial/Public or Schools)</i> Facility Owner Name: <input style="width: 400px;" type="text"/> Address: <input style="width: 250px;" type="text"/> City: <input style="width: 100px;" type="text"/> State: <input style="width: 50px;" type="text"/> Zip: <input style="width: 100px;" type="text"/> Contact: <input style="width: 250px;" type="text"/> Email: <input style="width: 200px;" type="text"/> Phone: <input style="width: 100px;" type="text"/>			
Copies of abatement permission and written verification certification to all building occupants and users from the building owner or school board shall be submitted for IDPH public and private school facilities as required by Section 855.350 of the IDPH Asbestos Code.			
<b>3. ASBESTOS CONTRACTOR NAME:</b>		ID#:	
Address: <input style="width: 250px;" type="text"/>		City: <input style="width: 100px;" type="text"/> State: <input style="width: 50px;" type="text"/> Zip: <input style="width: 100px;" type="text"/>	
Contact: <input style="width: 250px;" type="text"/>		Email: <input style="width: 200px;" type="text"/> Phone: <input style="width: 100px;" type="text"/>	
<b>4. DEMOLITION CONTRACTOR NAME:</b>			
Address: <input style="width: 250px;" type="text"/>		City: <input style="width: 100px;" type="text"/> State: <input style="width: 50px;" type="text"/> Zip: <input style="width: 100px;" type="text"/>	
Contact: <input style="width: 250px;" type="text"/>		Email: <input style="width: 200px;" type="text"/> Phone: <input style="width: 100px;" type="text"/>	
<b>5. ABATEMENT INFORMATION:</b>		Is Asbestos Present? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Planned Demolition or Renovation Work and Methods to be Employed Including Demolition or Renovation Techniques:			
Description of Work Practice(s) and Engineering Controls used to Prevent Emissions at the Demolition or Renovation Site:			
<b>6. Quantities:</b>			
	Regulated Asbestos Containing Material to be removed (RACM)	Non-friable asbestos not to be removed (demolition) CAT I CAT II	
		Non-friable asbestos to be removed CAT I CAT II	
		TOTAL ASBESTOS TO BE REMOVED	
Pipes (Ln. Ft.):	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Surface Area (Sq. Ft.):	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
Volume (Cu. Ft.):	<input style="width: 150px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<i>Tip: CAT I non-friable ACM are asbestos-containing resilient floor coverings (vinyl asbestos tile (VAT), asphalt roofing products, packing and gaskets. All other non-friable ACM are considered CAT II non-friable ACM. (RACM) is (a) friable asbestos material, (b) Category I non-friable ACM that has become friable, (c) Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting or abrading, or (d) Category II non-friable ACM that has a high probability of becoming or has become crumbled, pulverized or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.</i>			
<b>7. ABATEMENT START DATE:</b>		Finish Date: <input style="width: 100px;" type="text"/> Work hours: <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/>	
<b>AND/OR DEMOLITION START DATE:</b>		Finish Date: <input style="width: 100px;" type="text"/> Work hours: <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/>	
Working Weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No		Working Evenings? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Tip: Ten day notification requires at minimum, ten (10) working days (Monday-Friday including holidays) prior to the commencement date. Ten days begin with the US postmark date or date received in office by commercial services or hand delivery. IEPA, City of Chicago, and Cook County cannot accept faxed copies, however, IDPH will accept faxed submissions. Phased projects will not be accepted.</i>			

<b>8. PROJECT DESIGNER ID#: 100-</b>		Name:	
Complete Project Designer Name and License ID# if this project was designed by a Designer.			
<b>9. INSPECTOR ID#: 100-</b>		Name:	
<i>Tip: If procedure utilized is visual inspection, the inspector ID# must be provided.</i>			
<b>10. PROCEDURE, INCLUDING ANALYTICAL METHOD, USED TO DETECT THE PRESENCE OF ASBESTOS</b>			
Name of Analytical Testing Laboratory:			
<b>11. ASBESTOS PROJECT MANAGER ID#: 100-</b>		Name:	
<b>12. AIR SAMPLING PROFESSIONAL ID#: 100-</b>		Name:	
<b>13. DISPOSAL SITE/LANDFILL NAME:</b>			
Address:		Contact:	
City:	State:	Zip:	Phone:
<b>14. WASTE TRANSPORTER/NAME:</b>			
Address:		Contact:	
City:	State:	Zip:	Phone:
<b>15. IS DEMOLITION ORDERED BY A GOVERNMENT AGENCY?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>(If yes, a signed copy of Order must be attached.)</i>			
Government representative ordering the activity:			
Title:	Date of Order:	Order Demolition Date:	
<b>16. FOR EMERGENCY RENOVATION:</b>			
Date and hour of emergency (mm/dd/yy):		AM <input type="checkbox"/> PM <input type="checkbox"/>	
Describe sudden unplanned event. ( example: boiler explosion) Explain how the event caused unsafe conditions or would cause equipment failure or an unreasonable financial burden.			
<b>17. Description of procedures to be followed in the event that unexpected asbestos is found or previously non-friable asbestos material becomes crumbled, pulverized or reduced to powder.</b>			
I certify that at least one representative trained in the provisions of 40 CFR Part 61, Subpart M, shall be on site during demolition or renovation, having in his or her possession for inspection, evidence that the requisite training has been accomplished.			
CERTIFICATE # _____		NAME OF TRAINING COURSE _____	
I certify the above information is correct.			
<b>Signature of Demolition/Abatement Contractor or the Owner</b>		<b>Date</b>	
Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h)).			
<i>Tip: All notification forms must be hand signed and dated. Hand stamps are not acceptable. IEPA and Cook County require original signatures on their notification forms. IDPH will accept photocopies. All notifications submitted to IEPA, City of Chicago, &amp; Cook County must be accompanied by the appropriate fee. There is no fee for notification to IDPH.</i>			
<b>For Cook County Departmental Use Only.</b>			
Date Received CCDES:		Post Mark Date:	
Inspection Fee Received:		Input Into Computer:	
Date(s) of Inspections:		Inspection Priority: Top <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/> Must be Inspected:	
Inspection Report Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>		Violation Copies Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	

The Illinois EPA is authorized to require, and you shall disclose, the information requested on this Agency form utilizing this form pursuant to the Illinois Environmental Protection Act (Act), 415 ILCS 5. Failure to disclose the requisite information on this Agency form may result in your notification being denied, and/or penalties being imposed as provided for in the Act, 415 ILCS 5/42-45.

 <p><b>IL Environmental Protection Agency</b>  P.O. Box 19276 MC 41  1021 N. Grand Ave East  Springfield, IL 62794-9276  \$150 fee (Attach payment or Illinois E-Pay receipt if paid electronically.)</p>	 <p><b>ILLINOIS</b>  SMALL BUSINESS ENVIRONMENTAL ASSISTANCE PROGRAM  www.ildceo.net/enviro</p>	 <p><b>IDPH</b>  ILLINOIS DEPARTMENT OF PUBLIC HEALTH  525 W. Jefferson St.  Springfield, IL 62761  (FAX: 217-785-5897)  Email: DPH.Asbestos@Illinois.gov</p>
 <p><b>Cook County Department of Environment &amp; Sustainability</b>  69 W. Washington, Suite 1900  Chicago, IL 60602-3004  cookcountyil.gov/agency/environmental-control</p>	<p><b>Fees apply as follows:</b>  Filing .....\$200/bldg  Inspection .....\$6/sf or \$2/lf (max \$2,000)  Demo Fee . . \$750/structure</p>	 <p><b>Chicago Department of Public Health</b>  Permitting and Inspections  333 S. State St., Room 200  Chicago, IL 60604</p>
<p><b>Fees apply as follows:</b>  Residential Unit with less than 4 units . . . \$300.00**  Residential Units with 4 units or more . . . \$450.00  Commercial/Industrial facilities. . . . . \$600.00  ** except that asbestos abatement in residential buildings with fewer than two dwelling units are not subject to the notice and fee requirements.</p>		