



DEMOLITION PERMIT CHECKLIST

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete an engineering permit application online by visiting our [Online Permitting Portal](#).
- Submit a plat of survey or site plans clearly identifying the following:
 - Disconnection of the sanitary service from the sewer main.
 - An NRI is required from the MWRD.
 - Remove the existing tee or wye.
 - All sanitary sewer mains are lined, LMK non-shear couplings with liner end seals are required.
 - Disconnection of the water service from the water main.
 - The valve box or valve vault, service line, and tee shall be removed.
 - Remove five feet (5') of pipe on each side of the existing tee connection. Replace the removed section with class 52 DIP water main and fasten with mega lug fittings.
 - B-box and copper service line shall be removed.
 - The corporation stop shall be closed and capped using a Ford Abandoned Corporation Cap.
 - Add a note on the plan stating "The contractor must call a week in advance to schedule a shutdown of the water with the Public Works Department (847) 734-8800. Contractors shall not exercise village valves."
 - Building and accessory structure demolition.
 - Pavement removal.
 - Soil erosion control measures.
 - Proposed grading and contours.
 - Proposed restoration. Note that sod is required for all parkway restoration.
- Cook County Demolition Permit is required.
- Supply dry utility disconnect letters.
- Existing water meter must be returned to the Public Works Department located at 450 E. Devon Avenue, Elk Grove Village, IL 60007.
- If there is an elevator or permitted lift, an [Installation Placed Out of Service](#) form must be submitted with the demolition permit.

INSPECTIONS:

Inspections may be scheduled by calling (847) 357-4220 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Please have the **permit number** and **site address** ready. In addition, please allow a minimum of 24 hours when scheduling an inspection.

- Before Utility Disconnects
- Before Utility Repairs