



VILLAGE OF BURR RIDGE

PROCEDURES FOR BUILDING PERMIT

Demolition of Residential Building

The Burr Ridge Building Ordinance regulates the demolition of buildings in the Village. ***A permit is required for the demolition and removal of a building in the Village of Burr Ridge.***

The following must be submitted at the time of application for a demolition permit:

Demolition Permit Application; The permit application (attached) must be completed and submitted to Village staff at the Village Hall. The property owner, contractor or other authorized representative of the property owner may be the permit applicant. However, written consent of the property owner is required if the property owner is not the applicant. No deposit is required. A \$50 permit fee will be due at the time of permit issuance.

Water/Sewer Disconnect Application; A copy of this application is attached.

Plat of Survey: Two copies of a current survey showing all buildings and structures on the property; existing water and sewer lines, other utility service lines, and well and septic system (where applicable).

Performance Bond: A \$5,000.00 cash bond is required at the time of application. The bond will be returned upon completion of the demolition provided all other requirements of the permit are satisfied.

At the time of permit issuance, the applicant is responsible for the following:

- **Inspection(s) Prior to Issuance of the Demolition Permit:** The Public Works Department requires an inspection of the water/sewer service lines **before** a demolition permit is obtained. The following is a list of guidelines:
 - Contact the Burr Ridge Public Works Department at (630)654-8181, menu option 6 to schedule an appointment to have the water meter removed and to inspect the service line(s) prior to removal.
 - If the same service lines are to be used for construction of a new residence, the end of the service lines should be located and marked with a 4x4 board. If the services lines are not going to be used again, it should be dug up at the B-Box/water main and sewer stub/sewer main and disconnected as determined by our inspector. If this is the case, a second appointment may be needed to verify disconnection.
 - Please note the Village only inspects properties located in portions of Cook County for sewer disconnection. Properties located in Du Page County are either located in the jurisdiction of the Flag Creek Water Reclamation District (630 323-3299) or the Du Page County Public Works Department (630 682-7130). You must contact these agencies to schedule an inspection and provide documentation of their approval.
- **Payment of Fees:** A complete list of fees will be provided prior to issuance of the permit. Generally, the following fees will be due: a permit fee of \$50; a water disconnect fee of \$100; where applicable a sewer disconnect fee of \$50, and payment of any outstanding water bills.
- **Underground Wells:** Generally, if an older home is being demolished, it is probable that a well is located on the property. Depending on the location of the property, approval is required from the Du Page (630 682-7979) or Cook (708 492-2035) County Health Department informing the Village that the well has been properly sealed/capped. If you intend to maintain the use of the well for outdoor irrigation, approval from the County Health Department is still required.

- **Septic System located on the Property:** If there is a septic system on the property, it must be properly pumped and filled or removed. Evidence of this work must be provided by a septic company.
- **Notice to Adjoining Properties:** The applicant shall submit an affidavit verifying that notice has been provided to all property owners within 250 feet of the property of the impending demolition work. The notice shall specify a period of one week or less in which the demolition will occur. The notice shall be mailed at least 7 days in advance of the demolition (not counting the day or week of demolition and not counting the day the notice is provided). If demolition does not occur during the time specified in the notice, a new notice shall be provided with a new affidavit submitted to the Building Official. (See sample Notice and Affidavit).
- **Cook County Demolition Permit (Asbestos Removal):** For properties located in Cook County, approval must be obtained from the Cook County Environmental Control Bureau for asbestos removal (see attached procedure from Cook County).
- **Illinois Environmental Protection Agency:** IEPA requirements to be met only when a single-family residence is being demolished for the purpose of subdivision development.

After issuance of the permit, the applicant is responsible for the following:

- **Dust Control:** Any person moving or wrecking a building shall have facilities available to water the construction site during demolition activity for the purpose of providing adequate dust control. Watering shall be provided in order to prevent excessive dust from moving beyond the property lines of the site on which the moving or wrecking is occurring.
- **Demolition and Removal of All Accessory Structures and Buildings:** The Burr Ridge Zoning Ordinance does not permit accessory structures (e.g. fences, sidewalks, driveways, etc.) or buildings (sheds, garages, etc.) to remain on a property without a principal residence. All such structures and buildings have to be removed concurrent with the demolition of the principal building.
- **Restoration of Grade and Ground Cover:** All disturbed areas must be re-graded and suitable ground cover (sod, seed blanket, etc.) established. Dumpsters, equipment, and all debris and materials must be removed from the site.

SAMPLE NOTICE

Date

Dear Resident:

Please be advised that (Contractor Name) has applied for a permit with the Village of Burr Ridge to demolish the single family residence located at (Site Address), Burr Ridge. The work is scheduled for completion during the week of (week demolition work will occur). If you have questions, please contact (Contractor contact) at (Contractor Phone Number).

Signed: (Name of Contractor)

SAMPLE AFFIDAVIT

STATE OF ILLINOIS)
)SS
COUNTY OF)

AFFIDAVIT

I, _____ being duly sworn under oath state as follows:

That I am the applicant in Permit Application # _____ for a permit to demolish the property described in said application or have been duly authorized by the applicant to do the things referred to this Affidavit for and on behalf of said applicant.

That I, on the _____ day of _____, 20____, sent the required notice to all properties within 250 feet of the boundary lines of the property described in said application for permit; notifying the specific week which the demolition work will be performed. The notice was mailed at least 7 days in advance of the demolition (not counting the day or week of demolition and not counting the day the notice was provided).

Signature of Applicant

STATE OF ILLINOIS)
)SS
COUNTY OF)

I, _____, being duly sworn, deposes and says that he/she is the Affiant, and is duly authorized to make this affidavit; that he/she has read the above and foregoing affidavit and has knowledge of the facts stated therein, and that the matters and things therein set forth are true in substance and in fact

SUBSCRIBED and SWORN to before me this

_____ day of _____, 20_____.

Notary Public

Site Address		Permit #
APPLICATION FOR WATER/SEWER DISCONNECTION Village of Burr Ridge 7660 County Line Road, Burr Ridge, IL 60527 (630) 654-8181		
<input type="checkbox"/> Village Water	<input type="checkbox"/> Well Water	<input type="checkbox"/> Septic
<input type="checkbox"/> Village Sewer	<input type="checkbox"/> DuPage Sewer	<input type="checkbox"/> Hinsdale Sewer
Owner's Name		
Owners Address		
		Phone #
Subdivision		Tax I.D.
Plumber		Phone #
General Contractor		
Address		Phone #
In making this application to disconnect Village of Burr Ridge water and/or sewer service, I hereby agree that all work will be performed in accordance with Village Ordinances.		
NOTE: THE APPLICANT AGREES TO NOTIFY THE VILLAGE AT LEAST 24 HOURS PRIOR TO THE COMMENCEMENT OF THE WORK TO BE PERFORMED.		
Signed		Date

FOR VILLAGE USE ONLY	
Village Water <input type="checkbox"/> Site Inspection <input type="checkbox"/> Water Meter Removal <input type="checkbox"/> Service Line Inspection <input type="checkbox"/> Disconnection complete <input type="checkbox"/> Final Water Bill \$	Sewer – Village <input type="checkbox"/> Hinsdale <input type="checkbox"/> DuPage <input type="checkbox"/> <input type="checkbox"/> Site Inspection <input type="checkbox"/> Service Line Inspection <input type="checkbox"/> Disconnection complete

Approved Pending Payment of Final Water Bill

Approved	Date
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VILLAGE OF BURR RIDGE

APPLICATION FOR BUILDING PERMIT

Single-Family Residential

APPLICATION IS HEREBY MADE SEEKING PERMISSION FOR:

- New Residence—\$1000 Deposit
 Addition —\$600 Deposit
 Alteration—\$200 Deposit
 Accessory Structure—No Deposit
 Accessory Building – With Electrical, Mechanical or Plumbing (EMP) - \$200 Deposit
 Accessory Building – No EMP – No Deposit
 Electrical, Plumbing or Mechanical Alteration or Service Upgrade -No Deposit
 Other – Deposit to be determined

Description:

\$ Deposit Due at Time of Application

Additional Fees Will Be Due Prior to Issuance of the Permit

Address of Property:	PIN #:
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All permit applications must be accompanied by a Plat of Survey and 4 sets of plans for all proposed improvements.

Permit Applicant:	
Applicant's Address:	Business Phone:
	Cell Phone:
	FAX:
	Email:

The permit applicant may be the general contractor, property owner, or other representative of the property owner authorized to submit this application and to proceed with all work requested herein. All correspondence and inquiries from the Village of Burr Ridge during the plan review and construction process will be directed to the permit applicant, only.

General Contractor: Address:	Email:
	Phone:
Architect: Address:	Email:
	Phone:
Property Owner: Address:	Email:
	Phone:

Please allow **14 business days for the first plan review and 10 for each subsequent review**. You will be contacted upon completion of each plan review. If plans and related documents are not completed in full compliance with the applicable codes of the Village of Burr Ridge, resubmittal of plans and review of said plans by the Village of Burr Ridge will be required and will delay issuance of the permit.

The above information and the submitted plans are true and accurate to the best of my knowledge.

Signature of Applicant	Date of Submittal
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