

**VILLAGE OF MT. MORRIS
DEMOLITION PERMIT APPLICATION**

Pursuant to Title 9, Chapter 8 of the Mt. Morris Village Code, no demolition may occur within the Village limits except upon the application for and approval of a demolition permit. The Village Board will review all applications for compliance, and has the authority to waive any application requirements to the extent not applicable to the subject demolition. Applicants shall be required to comply in all respects with Title 9, Chapter 8 of the Mt. Morris Village Code throughout the demolition process. Violations may result in suspension or revocation of the permit and significant fines and other penalties.

Step 1: Property Information.

Address of Property Subject to Demolition _____ PIN _____

Legal Description (attach exhibit if necessary) _____

Property Type: One/Two Family Multi-Family Commercial Other: _____

Structure Type: Principal Garage Storage Shed Other: _____

Step 2: Contact Information.

Applicant's Name _____ Phone Number _____ Email _____

Applicant's Address _____

Owner's Name (if different from above) _____ Phone Number _____

Owner's Address (if different from above) _____ Email _____

Contractor's Name _____ Phone Number _____

Contractor's Address _____ Email _____

Step 3: Application Requirements.

Application Fee (\$0.35/sq. ft. demolished)

Plat of Survey Utility Release

Notice of Demolition _____

Proof of Insurance

Copy of letter submitted to neighboring or adjoining property owners advising of pending demolition work

Well-Capping Report (if applicable)

Septic Sealing Report (if applicable)

Fuel Tank Removal Permit (if applicable)

Village Inspection of Demolition Site

Step 4: Signature of Applicant.

 Print Name

 Signature of Applicant

 Date – MM/DD/YYYY

 (For Use by Village)

Approved by: _____

Date: _____

Permit # _____ Permit Valid for a period of 120 days from _____

 Copy of Title 9, Chapter 8 of Mt. Morris Village Code Provided to Applicant

 Copy of Completed and Approved Application Provided to Applicant

1. All neighbors within 250 feet of the property must be notified of the application for demolition by either personal delivery or by certified mail. Applicant must provide written certification that such notice has been given.
2. Provide an up-to-date plat of survey identifying the buildings to be demolished and any well, septic tank and fuel tank, if applicable.
- Must provide well-capping report of a certified well driller showing the well has been sealed, if there is a well. Well must be abandoned in accordance with Illinois Water Well Construction Code.
 - Must provide a report from the Ogle County Health Department showing the septic tank has been abandoned and sealed. Septic tank must be abandoned in accordance with the Illinois Private Sewerage Disposal Licensing Act and Code.
 - All fuel tanks must be removed. Copy of permit from the Office of State Fire Marshall must be provided and Fire Department shall witness removal.
3. Must get final water meter reading and have water meter removed. Water bill must be paid.
4. Water service must be disconnected and sewer service capped. Village to inspect.
5. Foundations or basement walls must be buried below ground level and covered with at least one foot of top soil. Basements or other cavities must be filled in and leveled throughout with cement bricks, stones or other fill composition. Wood and other decomposable or combustible materials may not be used in fill.
6. Notice from all utility companies that utilities (i.e., gas, electric, phone, etc.) have been abandoned and removed.
6. An asbestos assessment report conducted by a licensed asbestos inspector, including any plan for removal and disposal of asbestos. If applicable, provide a copy of Illinois EPA Notification of Demolition and Renovation form mailed to the Illinois EPA. Per Illinois EPA regulations, demolition cannot occur until ten days after mailing date.
7. A list of all contractors (including addresses and telephone numbers) performing services in connection with the demolition, including general contractor, well sealer, etc.
8. A copy of a Certificate of Insurance in the amount of \$500,000 for property damage and \$500,000 for personal injury.
9. Completion of Building Permit Application, including the above items and payment of the building permit fee (for demolition).
10. Site to be "wet down" to control dust during demolition. Site and surrounding area shall be kept free of debris.
11. Following demolition: (1) site shall be graded and seeded; (2) silt fencing shall be installed to prevent erosion and maintained until grass is growing; (3) any damaged public property, such as sidewalks, curbs and road surface, shall be restored or replaced.
12. A field inspection by the Village prior to issuance of the permit and after completion for the purpose of verifying compliance with all applicable requirements.