

City of St. Charles

Demolition



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
<http://www.stcharlesil.gov>
permits@stcharlesil.gov

**Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:
Monday through Friday (8 AM to 4:30 PM) at 630.377.4406**

A building permit is required prior to any demolition of a structure. The following are guidelines and comments for obtaining a building permit.

Check List for Submittal of Application:

- Is your property located in the Historic Preservation District? Yes/No- If yes, you will need to file a Certificate of Appropriateness (COA) application and plans will need to be reviewed by the Historic Preservation Commission.
- An application is to be filled out and submitted to the Building & Code Enforcement Division. The contractor's names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- Nine (9) copies of the plat of survey of the site for demolition are to be submitted with the application for full demolitions.
- Nine (9) copies of the detailed demolition plan are required to be submitted.
- For Interior only demolitions, three (3) copies of the detailed demolition plan are to be submitted
- The application along with a copy of the survey will be forwarded to the following departments: Building and Code Enforcement, Electric, Environmental Services, Fire Prevention, Engineering/Public Works, Development Engineering Division, and Water Meter Division (application only) for their review and comments. The building permit will not be issued until all reviews are completed.
- For commercial or industrial project, an Environment Phase I document is to be submitted.
- A copy of the contract that provides details on the scope of the work.
- Provide a copy of Letter of Disconnect of the gas service from NICOR.
- See the attached form for contractor requirements.**
- The permit fees are to be paid at time of application submittal. Payments can be made by cash, check or credit cards. Credit cards may only be accepted in our office.
 - **Residential Demolition: \$350.00**

- **Non-Residential Demolition: \$460.00**
- **Partial Demolitions – Partial Building or Interior Only: \$100.00**
- Our goal is to complete the review of your building permit within 10 working days.
- Securing the property by means of security fencing or other means shall be necessary.

*** Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2021 International Residential Code w/amendments
- 2021 International Building Code w/amendments
- 2021 International Fire Code w/amendments
- 2021 International Fuel Gas Code w/amendments
- 2021 International Mechanical Code w/amendments
- 2021 International Swimming Pool and Spa Code w/amendments
- 2021 International Property Maintenance Code w/amendments
- 2018 International Energy Conservation Code w/amendments
- 2021 International Existing Building Code w/amendments
- 2020 National Electric Code w/amendments
- 2014 State of Illinois Plumbing Code w/amendments

Call (630) 377-4406 to schedule inspections at least 24-48 hours before they are needed. Inspections will be scheduled based on availability. Required inspections will be listed on the permit conditions.

Call J.U.I.L.E (811) or (800) 892-0123 Before you Dig - Prior to any digging to locate any underground utilities.



*Two East Main Street
St. Charles, IL 60174
630.377.4400*

The City of St. Charles is updating their contractor requirements for submitting building and right-of-way permits. Starting January 1, 2025, the following contractor requirements are required to be submitted for permit.

GENERAL CONTRACTORS

All contractors shall file with the City, prior to the issuance of a building permit, a Certificate of Insurance with coverages as follows:

- Public liability insurance for one person in the sum of \$100,000 and for one accident in the sum of \$300,000 or a combined single limit of \$300,000
- Property damage insurance in the amount of \$50,000 limited to not less than \$10,000 for each accident.

Work in City Right of Way/Public Property

- Commercial general liability insurance with limits not less than:
 - \$1,000,000.00 for property damage resulting from any one incident.
 - \$2,000,000.00 general aggregate.
 - \$2,000,000.00 for umbrella coverage.
- Worker's compensation within statutory limits and employer's liability limits of not less than \$1,000,000.00.
- Automobile liability limits of not less than \$1,000,000.00.
- List the City of St Charles as the certificate holder

PLUMBING CONTRACTORS

- Plumbing contractors must be licensed in accordance with State statutes (055 license)
- Provide a copy of the plumber's photo ID license and Letter of Intent

ELECTRICAL CONTRACTORS

- Surety company bond payable to the City in the penal sum of \$10,000
- Electrical contractors must be licensed in a municipality in Illinois and provide evidence that such license is in good standing.

BLACKTOP, CONCRETE, & PAVER BRICK CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000
- List City of St Charles as certificate holder.

ROOFING CONTRACTORS

- Roofing contractors must be licensed by the State of Illinois and provide evidence that such license is in good standing
- Commercial roofing contractor must provide a copy of unlimited roofer's license.

WATER & SEWER CONTRACTORS

- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

EXCAVATOR

- Excavators are typically covered under the general contractor except when they are applying for the permit (e.g. in ground pool):
- Insurance - same as requirements for general contractors or work in ROW.
- Surety company bond payable to the City in the penal sum of \$10,000

HVAC

- HVAC contractors are typically covered under the General Contractor except when they are applying for the permit (e.g. furnace):
- Insurance - same as requirements for general contractors

CITY OF ST CHARLES
Application for Demolition Building Permit
Department: Building & Code Enforcement Division
Phone: (630) 377-4406



Date: _____

Permit No. _____

PLEASE PRINT ALL INFORMATION

I, _____, do hereby apply for a permit for the following described work

located at _____ Estimated Cost: _____

Description of proposed work:

- Residential Demolition
- Non-Residential Demolition
- Partial Demolition (Interior Only or Partial Building)

Check List for Submittal of Application:

- Completed signed application
- Is your property located in the Historic Preservation District? Yes/No- If yes, you will need to file a COA application, and plans will need to be reviewed by the Historic Preservation Commission.
- An Environment Phase I document – Only for Commercial or Industrial applications.
- A copy of the contract that provides details on the scope of the work.
- A copy of Letter of Disconnect of the gas service from NICOR.
- Nine (9)** copies of the plat of survey of the site for demolition.
- Nine (9)** copies of the demolition plans.
- See the attached form for contractor requirements.**
- For interior only demolitions, three (3) copies of the detailed demolition plans
- Submittal fee – **Payment by cash or check payable to City of St. Charles.**
 - o \$350.00 – Residential
 - o \$460.00 – Non-Residential
 - o \$100.00 – Partial Demolition (Interior only or Partial Building)

*** Applications missing submittal items will not be accepted. Contractor requirements must be submitted at the time of application.**

Building Details:

Building Dimensions: Length: _____ Width: _____ Height: _____ Square footage of building: _____

Owner of the Property:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

Applicant:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

Demolition Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

Contractor/Person Sealing Sewer Connection:

Name: _____

Address: _____

City/State/Zip Code: _____

Email: _____

Telephone NO. _____

Application for Demolition

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Utility Disconnection Information (Not applicable to interior demolition projects):

Your demolition application will be being routed to the City Departments listed below.

****The sewer and water disconnect shall be scheduled and inspected by the Building and Code Enforcement inspector after the permit is issued.**

City Departments:

Electric (630.377-4407) _____

Water Meter Dept. (630.377.4404) _____

It is the responsibility of the owner/applicant to contact the outside utility companies to arrange for the removal of their equipment and services. A letter is required to the attention of the Building & Code Enforcement Division from NICOR Gas Company advising of the completion of the disconnection from the subject property.

UTILITY	Person Contacted	Date of Contact	Date of Disconnect
Outside Agencies:			
NICOR (gas)	_____	_____	_____
SBC/Telephone	_____	_____	_____

Anticipated date of demolition: _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ **SIGNATURE:** _____

REPORT OF THE BUILDING OFFICIAL

Accepted: _____ **Rejected:** _____ **Date:** _____

Signed: _____

