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## Permit Procedure

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Any structure that is being demolished in the City of Galesburg requires a demolition permit. **Please note the permit requires that the work be complete within 30 days from the date the permit is issued.** All applicants must submit a completed demolition application prior to obtaining a permit to wreck or demolish any building or structure in the city. Additional information that is required at the time of application includes;

1. Written confirmation from Ameren Illinois stating that the gas and electric services have been properly retired. Contact Ameren Illinois at 800-755-5000 to request retirement of gas and/or electric service.
2. Copy of the Street or Terrace opening permit. The permit is to be obtained by the excavating contractor through the Public Works Department. Contact the Public Works Department at 309-345-3623 for any permitting questions.
3. Copy of the permit to retire the water service that has been issued to an Illinois licensed plumbing contractor (the plumbing contractor may contact Richard Nelson, Water Superintendent, at 309-345-3650 for any additional water service questions). Contact the Public Works Department at 309-345-3623 for any permitting questions.
4. Copy of the State of Illinois Demolition/Renovation/Asbestos Project Notification Form that was submitted to the Illinois Environmental Protection Agency.
5. Demolition plan per Section 150.046 of the Municipal Code for commercial, industrial, institutional or multi-family residential building demolitions.
6. Before digging, call J.U.L.I.E. at 1-800-892-0123 or 811 at least 48 hours (two working days, excludes weekends and holidays) in advance of the start of excavation.

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## Demolition Contractor Registration

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An individual or business that desires to perform demolition work within the City must be registered as a demolition contractor before a demolition permit can be issued or any demolition work can be initiated. The following items must be submitted to the City Clerk's office to become a registered demolition contractor in the City:

1. A certificate of insurance for public liability insurance in the minimum amount of \$1,000,000 combined liability and automobile liability insurance in the amount of one hundred thousand dollars (\$100,000.00) single and three hundred thousand dollars (\$300,000.00) aggregate. Coverage must be at least for a period of six months beyond the date of the contract bid.
2. Surety bond in the amount of \$5,000.00.
3. \$50.00 annual registration fee.

If an owner of a building or the owner's employee(s) performs the demolition work the owner is not required to register as a demolition contractor. The owner shall provide a certificate of their home-owners or business insurance that includes a statement that the insurance includes demolition coverage (such information is not required for accessory structures under 400 square feet).

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## Utility Termination Requirements

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The City requires the proper termination of all utility lines that serve the building to be demolished. For proper sanitary sewer termination, the following steps shall be followed:

1. Sanitary Sewer Services:
  - a. Contact the Galesburg Sanitary District at 309-342-0131 (before beginning demolition) for any pertinent information about sewer service to be capped. The Sanitary District will require the contractor's name and telephone number before demolition can proceed.
  - b. Sewer service line should be capped at or outside of the foundation wall. If the concrete basement floor is to be left intact and the contractor wishes not to excavate outside of the foundation wall, the concrete floor may be broken up where the sewer service line exits the building and capped or plugged at that point.
  - c. Where vitrified clay or cast iron pipe is encountered, said pipe should be plugged with bricks or concrete chunks, then filled with concrete or mortar mix to form a water-tight seal.
  - d. Where PVC pipe is encountered, after properly cleaning the service line pipe, a PVC cap shall be glued onto it in order to form a water-tight seal.
  - e. The Galesburg Sanitary District will inspect the sewer service after it has been located and exposed, after it has been plugged, or both, at their discretion. Call 309-342-0131 to make a sewer termination inspection request at least two hours before the inspection is required.
2. Water Service:
  - a. An Illinois licensed plumbing contractor must perform the water service retirement.
  - b. The licensed plumbing contractor must obtain a permit from the City Public Works Department at 309-345-3623 before the water service is retired.
3. Storm Sewer Service:

The storm sewer service shall be a location as approved by the City Engineer's office or Galesburg Sanitary District (whichever agency owns the public sewer).
4. Gas and/or Electric Service:
  - a. A request for retirement must be made to Ameren Illinois.
  - b. Ameren Illinois will perform the actual retirement work.

# Demolition

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## Other Demolition Requirements

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1. Any wall, floor, roof or other structural elements shall be thoroughly wetted before demolition is initiated to lay the dust.
2. All debris shall be thoroughly wetted before loading into trucks or refuse containers.
3. No demolition work shall occur between the hours of 10:00 pm and 6:00 am.
4. Any asbestos in the structure shall be removed prior to demolition by a properly licensed asbestos removal contractor.
5. For any commercial, industrial, institutional or multi-family residential demolition, a demolition plan shall be submitted. Contact the Building Inspector for a list of items to be included in the demolition plan.
6. Any hazardous materials that are present on the site shall be removed from the site before demolition work is initiated.
7. Any abandoned or unused underground storage tanks shall be removed as part of the demolition work.
8. If a main residential building is demolished on a site, all accessory structures (e.g. detached garages, carports, utility sheds, swimming pools, decks, etc.) must also be removed from the site

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## Inspections

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Inspections will be required for all demolition projects. Inspections will be conducted by a City inspector before the permit is issued, during the demolition, and after the project is complete. Such inspections are as follows:

1. Before any such permit shall be issued, the building inspector shall inspect the premises where the wrecking and demolition work is to take place to determine that proper care has been made so as not to endanger any public sewer or public water connection.
2. During actual demolition the contractor shall call for the following inspections to assure the demolition work has been completed in compliance with the demolition ordinance:
  - A. Demolition Inspection
    1. Contractor must utilize proper wetting process.
  - B. Cavity Inspection
    1. Building demolished to at least one foot below the finished ground level.
    2. All demolition material has been removed from demolition cavity.
    3. Unstable foundation walls have been removed.
    4. Basement floor has been removed in its entirety or broken into sections no greater than one square yard each.
  - C. Fill Inspection
    1. Proper fill material utilized (no hazardous materials, bricks, concrete, wood or other debris capable of rotting shall be utilized as fill).
    2. Last one foot of fill shall be good quality soil capable of growing grass.
  - D. Final Inspection (after all demolition work completed)
    1. Premises in proper and safe condition and debris is cleared away and any excavation remaining is either filled or tamped down or surrounded by a chain link or masonry fence at least six feet in height, if the property is not to be put in use within two months.
    2. If the property is to be used for any purpose within two months of such wrecking or demolition, then adequate barricades, lighted at night, shall be installed around the perimeter.
    3. Any wells have been properly sealed by a licensed water well driller.
    4. Any septic tanks or cisterns have been pumped out by a licensed septic dumper/hauler and filled or removed.
    5. Parking lots and driveways not to be utilized for new uses have been removed.
    6. Site properly final graded eliminating large chunks and low spots that can pond water.
    7. Site properly seeded (one hundred pounds of grass seed per acre of land) and fertilized (two hundred seventy pounds of actual nutrients per acre with a ready mixed material having a ratio of 1-1-1).

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## Demolition Permit Fees

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The following fees shall be paid for a permit for such wrecking or demolition:

1. Wrecking frame or masonry building not exceeding:
  - a. Four hundred (400) square feet of floor space, \$10.00.
2. Single-family and two family residences, \$25.00.
3. Non-residential building over 400 square feet, \$50.00 for the first 2,000 square feet and \$1.00 per each additional 1,000 square feet or fraction thereof.

This handout is meant to be a simplified guide to demolition. It does not replace or supersede the City of Galesburg adopted Building Codes, Municipal Codes or State laws.

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