



CITY OF QUINCY DEPARTMENT OF PLANNING AND DEVELOPMENT

CITY HALL ANNEX, THIRD FLOOR, 706 MAINE STREET
QUINCY, ILLINOIS 62301
217-228-4515
FAX 217-221-2288

Demolition Permit Application

Please complete this entire Demolition Permit Application. Failure to complete and inaccurate information may result in immediate denial of a Demolition Permit or revocation of any Demolition Permit previously issued. For further information regarding Demolition of Building or Structures and Requirements of a Fire Protection Guard, please refer to Section 23.301 of the Municipal Code of the City of Quincy. A permit fee is required at time of filing completed Demolition Permit Application. Upon receipt and filing, no refund of the Permit fee will be issued.

(PLEASE PRINT OR TYPE)

Street Address of Building Structure(s) to be demolished:

Owner Name _____ Telephone Number _____

Address _____ City _____ State _____ Zip Code _____

Structure Square Footage: Main _____ Accessory _____ Total _____

Number of Stories: _____ Wall Height _____

Construction Materials Used in Building Structure:

_____ Brick _____ Wood frame _____ Concrete (block)
_____ Other (describe) _____

Previously Known Use or Occupancy Characteristics of the Structure:

_____ Residential _____ Commercial _____ Industrial
_____ Other (describe) _____

Describe methods of Proposed Demolition: _____

Estimated Demolition Time in Days: _____

Distance of Structure to Property Lines:

Front: _____ Side 1: _____ Side 2: _____ Rear: _____

Distance from any Adjacent Structures:

Front: _____ Side 1: _____ Side 2: _____ Rear: _____

Demolition Contractor Information:

Name _____ Telephone Number _____

Address _____ City _____ State _____ Zip Code _____

Applicant Signature (Owner/Agent) _____ Date _____

SEE ATTACHED

1. Requirements for a demolition permit
2. Utility Notification Check-off form.
3. IEPA requirements for demolition and renovation of public or commercial buildings.

TO BE COMPLETED BY INSPECTION OFFICE

Date Application Received and Filed: _____

Received and Filed by: _____



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(1) **Requirement of a demolition permit:** Notwithstanding any other provision of local, state or federal law, any building to be demolished or otherwise removed in whole or in part shall require a demolition permit and the proper fee as authorized and granted by the City of Quincy's Inspection Office. A demolition permit shall be obtained from the Inspection Office prior to beginning salvage operations. For purposes of this article, the word "salvage" shall include the removal of exterior fixtures, trim, doors, windows, porches, structural components and significant architectural or historical features.

(2) **Issuance of demolition permit:**

(a) A demolition permit shall not be granted prior to submission to the Inspection Office of a completed Utility Notification Check-off form, which shall be available at the Inspection Office.

(b) For any individual or contributing property in a Historic District listed on the National Register of Historic Places, no demolition permit shall be granted prior to the expiration of thirty-five (35) days from the filing of the application with the Inspection Office to allow the Quincy Preservation Commission sufficient time to survey, review, comment and document the subject property and to submit a report to the City of Quincy, unless such review property is waived in writing by the Commission.

(c) After receipt and filing of a completed application for demolition permit, the building official shall promptly cause a copy of such application to be forwarded to the Quincy Fire Department for review. The Quincy Fire Department shall perform an independent follow-up inspection of the building at the proposed demolition site to verify the information provided in the application and to determine whether or not a waiver of the requirement of an on-site fire protection guard is warranted.

(3) **Duty to secure building and site:** The contractor, individual or business granted the demolition permit shall have the duty and responsibility of securing the building and structure at night or at such other times when demolition is not in active progress or when demolition workers are not present on the site or when such workers cannot remain vigilant in safeguarding the building or structure from fire or other hazards. Securing the building or structure and site shall include, but shall not be limited to, covering up holes at the completion of each work day and securing doors, windows and other access points or otherwise preventing access to the building interior. In addition, the demolition site shall be secured by construction of a cyclone-type fence of wood, metal or plastic construction around the perimeter of the demolition site as far back from the demolition site as is practicable, with vertical supports every 6 to 8 feet and horizontal supports adequate to maintain the fence in a rigid, upright fashion. All such fencing shall be a minimum height of 4 feet. The duty to secure the structure and site shall exist whether or not a waiver of the requirement of placement of a fire protection guard is granted.

(4) **Posting demolition site:** At least four (4) signs or more based on the size of the structure to be demolished shall be posted on the demolition site at all times. Such signs shall be at least 12" x 12" and state that the area is a demolition site that it is off limits to the general public, that an unsafe condition exists and that no trespassing is permitted.

(5) **Completion of demolition projects:** All demolition projects shall be completed within 30 days from the issuance of a demolition permit. At the time of issuance of a demolition permit, the Inspection Office may extend this time as is appropriate without an additional fee for such major demolition projects which by their nature can not be completed within 30 days. For all other projects, the Inspection Office may grant an extension for completion of a demolition project based on good cause and the paying of a permit extension fee.

(6) **Bond and insurance requirements:** Prior to the issuance of a demolition permit, any contractor, individual or business seeking a demolition permit, except the owner of a private residence seeking a permit to demolish his or her own residence or accessory structure, shall post and file with the Inspection Office evidence of security for the performance of the obligations and duties contained in the ordinance. Such security shall consist of a bond, certified cashier's check or an institutional letter of credit in the amount of not less than five thousand dollars (\$5,000.00) for residential demolition project and ten thousand dollars (\$10,000.00) for each commercial demolition project. In addition to the above requirements and prior to the issuance of a demolition permit, any contractor, individual or business seeking a demolition permit shall maintain comprehensive general liability insurance and shall present and file proof of same with the Inspection Office by way of certificate of insurance.



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Utility/Preservation Notification Check-off Form for Demolition

Date: _____

Building Address: _____

Demolition Contractor: _____

This form must be completed and returned to the Inspection Department prior to issuance of the building permit to demolish the building.

Any demolition work started on any structure before a demolition permit is issued will be in violation of the City Ordinance Section 29.1101 and Section 29.1102 and will be referred to the City Legal Department.

The utility companies require a minimum of 72 hours after notification to properly disconnect their utilities. The following utilities must be notified to allow for proper disconnection.

Permission is hereby granted by the following utility to demolish the building listed above. The utility service has been disconnected or the contractor has provided for the proper disconnection of said service.

Water Department
City Hall 217- 228-4580

Sewer Department-Bing Lammers
City Hall 217-228-4542

Ameritech
1 Call 217-222-9927 or if no answer call
217-653-9927
2. Go to 1305 N. 26th for signature

Ameren CIPS - Gas Division
320 S. 7th 217-221-0844

Ameren CIPS - Electric Division
320 S. 7th St. 217-221-0844

Insight Cable Services
2930 State St. 217-222-5388

(Historical district only)
Preservation Commission Staff
Tom Fentem, City Hall, 221-3663

REQUIREMENTS FOR OWNERS AND CONTRACTORS **DURING RENOVATION OR DEMOLITION** **ACTIVITIES AT PUBLIC OR COMMERCIAL BUILDINGS**

The National Emission Standards for Hazardous Air Pollutants (NESHAP) is a Federal regulation under the Clean Air Act, which has certain requirements for public and commercial building Owners, and Contractors who are performing work in such buildings. Privately owned homes and apartments with four or less units are exempt from the regulation unless the building has had either previous use or future planned use as a commercial or public facility.

The NESHAP regulation requires Owners and Contractors to perform inspections for asbestos containing materials utilizing accredited inspectors prior to any renovation or demolition activity. During the inspection, all materials suspected to contain asbestos that may be disturbed must be sampled by the inspector or analyzed by an accredited laboratory.

The NESHAP regulation further requires that notification be submitted to the Agency, either postmarked or hand delivered, at least ten working days prior to the start of those projects in which at least 160 square feet and/or 260 lineal feet of RACM will be removed and for all demolition activities even if no asbestos is present.

Due to the technical complexity of the NESHAP regulation, we urge you to call us for further information before performing renovation or demolition work at your facility.

For notice forms and answers to any questions regarding NESHAP contact:

Mr. Dale Halford, Coordinator
Asbestos Demolition/Renovation
IL Environmental Protection Agency
DIV. of Air Pollution Control
P.O. Box 19276
Springfield, IL 62794-9276

Telephone: 217-785-2011