



# Demolition Checklist

Form #040

**Address of Project Site:** \_\_\_\_\_

See Village’s Municipal Codes, Chapter 7, Section 7.1800, Article XVIII – Demolition/Construction Site Management effective December 16, 2014 for more definitive site management information.

- Completed application through Village portal
- Photo of structure to be wrecked
- Demolition cost and square footage uploaded to Village portal

**BUILDING TYPE:**

- Commercial building
- Other commercial structure

OR

- Residential house (include attached garage if applicable)
- Detached garage
- Other structure

- Contact information for demolition contractor

Name	Cell Phone	Address
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- A copy of a Certificate of Insurance from wrecking company (B+ rating of \$1,000,000 for bodily injury, \$1,000,000 property damage and statutory coverage for workers compensation.), indicating the **site address** and the following statement listed in the description box of the certificate, **“The Village of Downers Grove, its officers, boards, commissions, elected and appointed officials, employees, agents and its heirs, successors and assigns, are named as additional insured.”**
- Disconnects (as applicable) – Contact the following:
  - Downers Grove Public Works           630-434-5460
  - Downers Grove Sanitary District       630-969-0664
  - DuPage County Health Department   630-682-7400
- Air conditioning system – documentation of refrigerant reclamation
- Utility disconnects – on personal letterhead or stationery, please indicate that all utility companies have been notified of appropriate disconnects. Disconnects must be done before the Village performs first fence inspection.
- Signed Receipt of Rules Certificate
- Signed Notification to Adjacent Neighbors (within 100’ of all corners of the subject property) – provide disclosure of a site plan, general explanation of the work to be done, and the name and address of resident. If mailing, disclose a copy of the certified return receipt cards.
- Parking plan indicating the parking for construction vehicles & location of construction fence and gate opening (indicate on a copy Plat of Survey). Also indicate any barricades that will prevent pedestrian or vehicular traffic at the site resulting in the disruption of any pavement on a street, sidewalk or other public place.

**NOTE: Demolition permit must be paid for prior to the fences being installed.**

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date