

**CITY OF HIGHLAND PARK
 DEMOLITION PERMIT PACKAGE
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUILDING DIVISION
 1150 HALF DAY ROAD, HIGHLAND PARK, ILLINOIS 60035
 (847) 432-0808 • FAX (847) 926-8885
 Web: www.cityhpil.com**

DEMO ADDRESS: _____

CHECKLIST FOR DISCONNECTS AND DEMOLITIONS

Please note: The first five items below are the minimum required to submit a demo permit.

- DEMOLITION PERMIT _____
- PROOF OF OWNERSHIP _____
- PHOTOS (ALL ELEVATIONS _____
- SURVEY _____
- AUTHORIZATION TO ENTER _____
- HPC APPROVAL _____
- PLUMBING PERMIT _____
- WATER DISCONNECTS _____
- SEWER DISCONNECTS _____
- ISSUED DISCONNECTS _____
- TREE PERMIT with tree preservation _____
- plan attached _____
- TREE FENCING APPROVED _____
- COM ED DISC. LETTER _____
- N.S. GAS DISC. LETTER _____
- BEDROOM COUNT _____
- NEIGHBOR NOTIFICATION LETTER _____
- NSSD PERMIT _____
- ASBESTOS AFFIDAVIT _____
- NEW HOUSE PLANS OR DRAINAGE AND _____
- GRADING PLAN _____
- CONSTRUCITON DEBRIS _____
- RECYCLING PLAN _____

FOR OFFICE USE ONLY

- LOT AREA CALCS _____
- PROTECTION SHEET _____
- NSSD LETTER _____
- STREET OPENING _____
- RIGHT OF WAY PACKET _____
- WATER BILL REVIEW _____
- DEMO CONTRACTOR BOND _____



**CITY OF HIGHLAND PARK
DEMOLITION PERMIT APPLICATION**

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 HALF DAY ROAD, HIGHLAND PARK, ILLINOIS 60035
(847) 432-0808 • FAX (847) 926-8885
Web: www.cityhpil.com

Site Address _____		Date _____
Lot Number _____	Block No. _____	Subdivision _____
Perm. Index No. (PIN) _____		
Building Use _____		
Owner _____	Email _____	
Owner Address _____	Owner Phone _____	
Excavator _____		
Excavator Address _____	Excavator Phone _____	
Demolition Contractor _____	Email _____	
Demolition Contractor Address/City/Zip _____	Demolition Contractor Phone _____	
Plumbing Contractor _____		
Plumbing Contractor Address/City/Zip _____	Plumbing Contractor Phone _____	
Bond: _____		

No. W _____

Issued By _____

Date Approved _____

Approved By _____

Zoning _____

Demolition Fee
\$ _____

\$ _____
Guarantee Deposit

_____ Number

Note: Permits expire 12 months from date of issuance.

NOTE: A plumbing permit application shall be submitted and approved, and plumbing disconnection work completed and Inspected, prior to beginning any demolition. The Guarantee Deposit provides for replacement of any existing Improvements damaged by reason of the work and for the maintenance of the public streets and surrounding property in a clean and orderly condition. Any work done by the City to repair or maintain such conditions will be deducted from said deposit. A street obstruction bond Is required whenever use is made of any portion of the City street, including walks, parkway and/or paving. This permit Is Issued with the express stipulation that if the existing sidewalk is in bad re- pair, it shall be re-laid at the owner's expense.

CONDITIONS: This permit authorizes only work for which a FEE has been noted and paid. The contractor shall construct work in accordance with the Building Code of Highland Park, Illinois, and all other pertinent ordinances in the Installation, alteration or repair work of any such work.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES. Before excavating, grading or ANY other work below the surface of the ground, the undersigned Is responsible to notify the following utilities, securing location of an protection for all underground public utility facilities.

- NORTH SHORE GAS CO. 866-556-6004
- COM ED 432-2900 / 800-334-7661
- AT&T 800-244-4444
- CITY PUBLIC WORKS 847-432-0809

Owners Signature: _____

By signing this document you acknowledge and agree that all the information provided is true and accurate on your behalf. You further ac- knowledge that you have read and accept all responsibilities listed in the conditions and notices found on the back of this sheet referred to as page 2.

CONDITIONS

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and studs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paving.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans, and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind of nature whatsoever, brought by any person or arising out of any work performed pursuant to this permit, including but not limited to any and all injuries and damages to person, property, or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand, or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

J.U.L.I.E. 1-800-892-0123

Sec. 170.003.1 AMENDMENTS TO THE INTERNATIONAL BUILDING CODE

The following amendments to the International Building Code, 2009 Edition, shall control whenever a conflict arises between the amendments set forth in this Section and the provisions of the International Building Code, 2009 Edition.

(9) Section 105.5. shall be added to the International Building Code, and shall read as follows:

105.5. The permit shall expire after a period of 12 months from the date of issuance. The Code Official is authorized to grant, in writing an extension for a period of not more than 180 days. The extension shall be requested in writing and justifiable cause for the requested extension shall be demonstrated. (Ord. 70-01, J. 27, p. 333-391, passed 11/26/01, Ord. 21-04, J. 30, p. 66-69, passed 3/8/04; Ord. 49-07, J. 33, p. 280-324, passed 6/11/07); Ord. 19-11, J.37,P.58-103, passed 2/14/11

Guarantee Deposit

(iii) Any guarantee deposit deposited with the City after May 2, 2004 shall be transferred to the general corporate fund of the City, if the Permit Holder fails to claim the guarantee deposit within 30 days after the expiration of the building permit for which the guarantee deposit was made. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

(iv) Unclaimed guarantee deposits that are transferred to the City's general corporate fund pursuant to this subparagraph (2)(d) may be used for any corporate purpose of the City. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

Reinspection Fees

The fee to be paid for reinspection in excess of one (1) trip, to inspect any single phase of construction as required by the Code Official, due to inaccurate or incorrect information of failure to make necessary repairs or corrections of faulty construction shall be the rate set forth in the Annual Fee Resolution for each trip in excess of one (1) trip.

Protection of Adjoining Property

Section 3307.2 If afforded the necessary license to enter the adjoining lot, building or structure, the person causing the demolition or excavation to be made shall at all times and at his or her own expense preserve and protect the lot, building or structure from damage or injury. If the necessary license is not afforded, it shall be the duty of the owner of the adjoining lot, building or structure to make safe his or her property, for the prosecution of which said owner shall be granted the necessary license to enter the premises of the demolition or excavation.

Control of Construction Site Dust and Materials

1. Demolition of homes, multiple-family properties and non-residential properties are required to provide a letter or affidavit that the site has been inspected and is free of asbestos.
2. If the inspection indicates that there is asbestos on the property, the material will have to be removed in a manner approved by the appropriate regulating agency.
3. Dust on sites will continue to require watering to control dust. If contractors will be using water from an adjacent property, we will require they secure the owner's consent. If not, the contractor will be required to use a water truck.

By signing this document you acknowledge and agree to terms and policies stated within this document pursuant to the Highland Park Code of 1968.



**CITY OF HIGHLAND PARK
PLUMBING, WATER, AND SEWER PERMIT APPLICATION**

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1150 HALF DAY ROAD, HIGHLAND PARK, ILLINOIS 60035
(847) 432-0808 • FAX (847) 926-8885
Web: www.cityhpil.com

Construction
Site Address _____

Owner's Name _____ Phone _____

Owner's Address _____ Email _____

Plumbing Contractor
Business Name _____

Contact
Name _____

Business
Address _____ City _____ Zip Code _____

Telephone
Office _____ Cell _____

Plumbing Contractor's
State License Number 0 5 5 - _____

Email
Address _____

Plumbing Contractor
Signature / Date _____

Comments:

Large empty box for comments.

Received / Date _____ Approved / Date _____ Issued / Date _____

Master Permit Number _____

Plumbing Permit Number _____

New or Alter Plumbing Fixtures _____
Number of Plumbing

Lawn Sprinkler Outlets _____
Number of Sprinkler

Swimming Pool Fixtures _____
Number of Plumbing

Street Opening Required _____
Number of Street Openings

Repair Private Sewer

Repair Sanitary or Storm Drain

Dye Test

Replacement Water Heater

Waiver Required

Guaranteed Deposit Required

Service Disconnection

Water Sanitary Storm

Service Taps

Water Sanitary Storm

Water Service Tap Size

1" 1 1/2" 2" >2"

Total Guaranteed Deposit

\$ _____

Total Permit Fees Due

\$ _____

Note: Permits expire 12 months from date of issuance.

By signing this document you acknowledge and agree that all the information provided is true and accurate on your behalf. You further acknowledge that you have read and accept all responsibilities listed in the conditions and notices found on the back of this sheet referred to as page 2.

CONDITIONS

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and studs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paving.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans, and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind of nature whatsoever, brought by any person or arising out of any work performed pursuant to this permit, including but not limited to any and all injuries and damages to person, property, or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand, or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

J.U.L.I.E. 1-800-892-0123

SEWER INSPECTION AND WATER TAP

Requests for sewer connection, lateral inspection, and water taps should be made at least 24 hours in advance of such requested inspection and tap at 847-432-0808. Should it be necessary for the Plumbing Contractor to request re-inspection by reason of incomplete or rejected work, a fee of \$75.00 shall be charged for each added inspection, such fee to be paid to the City Collector or deducted from cash deposits.

PARKWAY AND STREET OPENING CONSTRUCTION – Barricades, Covers and Lights

Barricades. Any excavation for structures on or within six (6) feet of any public way shall at all times be guarded by a substantial railing or barricade not less than four (4) feet high.

Covers. Whenever practical or when determined necessary by the Building Official or Superintendent of Streets, excavations on or within six (6) feet of any public way shall be covered with planking or other suitable material adequate to support persons walking on such covers.

Lights. Sufficient caution lights and barricades plainly visible during daylight or darkness shall be displayed and maintained at each excavation, pile of materials, fence or other obstruction on any street, sidewalk, alley or public way.

Removal of lights, covers or barricades. Whoever without legal cause removes, extinguishes or disturbs a light, cover or barricade so placed shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not less than twenty-five (\$25) no more than five hundred dollars (\$500).

Guarantee Deposit

Unclaimed Guarantee Deposits.

(iii) Any guarantee deposit deposited with the City after May 2, 2004 shall be transferred to the general corporate fund of the City, if the Permit Holder fails to claim the guarantee deposit within 30 days after the expiration of the building permit for which the guarantee deposit was made. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

(iv) Unclaimed guarantee deposits that are transferred to the City's general corporate fund pursuant to this subparagraph (2)(d) may be used for any corporate purpose of the City. (Ord. 21-04, J. 30, p. 66-69, passed 3/8/04)

Reinspection Fees

The fee to be paid for reinspection in excess of one (1) trip, to inspect any single phase of construction as required by the Code Official, due to inaccurate or incorrect information of failure to make necessary repairs or corrections of faulty construction shall be the rate set forth in the Annual Fee Resolution for each trip in excess of one (1) trip.

By signing this document you acknowledge and agree to terms and policies stated within this document pursuant to the Highland Park Code of 1968.



Tree Preservation / Removal Permit Application

Silo Address		Lot Use		FOR OFFICE USE ONLY	
Owner's Name		Current Address		Phone	
				Submission / Packet No.	
TREE PERMIT INFORMATION				Application Reviewed By	
				Date	
Work I s (check one)				No Cost on Public Removal (check one)	
<input type="checkbox"/> NEW <input type="checkbox"/> ALTER <input type="checkbox"/> REPAIR				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tree Contractor's Name				No Cost on Private Removal (check one)	
		Phone		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Tree Contractor's Address				Protective Fence Required (check one)	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Trees to be Removed from Public Property		Trees to be Replaced on Public Property			
Trees to be Removed from Private Property		Trees to be Replaced on Private Property		How Construction Frontage Length*	
1) DBH	Species	Reason for Removal	Location		
2) DBH	Species	Reason for Removal	Location		
3) DBH	Species	Reason for Removal	Location		
4) DBH	Species	Reason for Removal	Location		
5) DBH	Species	Reason for Removal	Location		
6) DBH	Species	Reason for Removal	Location		
7) DBH	Species	Reason for Removal	Location		
8) DBH	Species	Reason for Removal	Location		
9) DBH	Species	Reason for Removal	Location		
10) DBH	Species	Reason for Removal	Location		
DESCRIPTION OF WORK					
				TOTAL PERMIT FEE	
				GUARANTEE DEPOSIT AMOUNT	
				Permit Approved By	
				Date	
				Permit Issued By	
				Date	
				Permit Fined By	
				Date	
Work Location on Property				G.D. Released Amount	
NOTE: AFFIXING SIGNATURE ACKNOWLEDGES THE INFORMATION OF APPLICANT'S RESPONSIBILITIES AS STATED ON THE BACKSIDE OF THIS DOCUMENT.				Applicant's Signature	
				Date	
				Signer's Printed Name Phone	

while - !ie

green - forestry dept.

yellow- applicant

CONDITIONS

Additional applications shall be filed and permits obtained before starting on the plumbing work, sewer and water taps and studs, electrical work, sidewalk construction, Heating and/or Air Conditioning work and any other work for which permits may be required.

The cost of any work performed by the City of Highland Park to repair, correct, replace, install or maintain any public improvement, to have been constructed pursuant to this permit or damaged by work being performed pursuant to this permit, will be deducted from the Guarantee Deposit. The owner shall be further liable for any and all costs and expenses, including reasonable attorney fees, incurred by the City of Highland Park in excess of the Guarantee Deposit for such work performed by the City. A street obstruction bond is required whenever use is made of any portion of the City street, including walks, parkway and/or paving.

This permit authorizes only work for which a FEE has been noted and paid. The permittee shall be responsible for constructing all work in accordance with the description set forth in the application, plans, and specifications and no error or omission in said application, plans, and specifications as filed whether approved or not, shall relieve the permittee from conforming with the Building Code of Highland Park, Illinois and all other pertinent ordinances in the installation, alteration, or repair of any such work.

The permittee does hereby agree to indemnify and hold the City of Highland Park, its employees, agents and assigns harmless from any and all claims, demands, damages, costs, expenses and causes of action, of any kind of nature whatsoever, brought by any person or arising out of any work performed pursuant to this permit, including but not limited to any an all injuries and damages to person, property, or otherwise which occur, directly or indirectly, in connection with the work so performed. The permittee further agrees to reimburse the City of Highland Park for all reasonable costs, expenses, and attorney fees incurred by the City of Highland Park, its employees, agents and assigns in the defense of any claim, demand, or cause of action brought on account of or arising out of any of the work performed pursuant to this permit.

The permittee shall be responsible for scheduling all inspections, INCLUDING ALL FINAL INSPECTIONS, of all work performed pursuant to this permit.

NOTICE OF UNDERGROUND PUBLIC UTILITY FACILITIES

Before excavating grading or ANY other work below the surface of the ground, the permittee is responsible to notify the following utilities, securing location of and protection for all underground public utility facilities.

J.U.L.I.E. 1-800-892-0123

**AUTHORIZATION TO ENTER AND TRAVERSE LAND
FOR RESEARCH BY HISTORIC PRESERVATION COMMISSION**

This **Authorization** is dated as of the ____ day of _____, 20__ (the "**Authorization**") by and between _____ ("**Owner**") as owner of the property located at _____, Highland Park, Illinois ("**Subject Property**"), and the **CITY OF HIGHLAND PARK**, an Illinois municipal corporation (the "**City**").

SECTION ONE. GRANT OF AUTHORIZATION.

A. The Owner grants and conveys to the City, its employees, the City Council, and the members of the Historic Preservation Commission (collectively, "**City Representatives**") authorization and a right to enter on, over, across, and upon the Subject Property, for the purpose of researching the requested relief for the Subject Property that is the subject of an application to the City for one or more of the following types of historic preservation relief: (i) review of a Significant Demolition Application pursuant to Section 170.040 of the City Code; or (ii) review of an application for a Certificate of Appropriateness pursuant to Section 24.030 of the City Code (collectively, "**Historic Preservation Relief**"), and for other purposes incidental thereto ("**Historic Preservation Relief Research**"). The Owner also grants the City Representatives authorization and a right to enter on, over, across, and upon any property owned or controlled by the Owner that is located adjacent to the Subject Property, if any, for the purpose of providing access to the Subject Property for the Historic Preservation Relief Research.

B. The Owner represents that it has the authority and power to grant this Authorization.

C. The Owner shall not take, or cause or permit any other party to take, any action that will impair, prevent, or prohibit the City Representatives' use of the Subject Property for the purposes stated in this Authorization.

SECTION TWO. DUTY TO WARN. The Owner shall notify the City Representatives of the presence of any items located on the Subject Property that require protection or may cause injury to the City Representatives.

SECTION THREE. INSURANCE AND INDEMNIFICATION. The City agrees to indemnify and hold harmless the Owner from all claims, losses, or damages of any kind, including legal and other expenses incidental to the investigation, defense, and settlement of such claims or losses to the extent such claims or losses result on the Subject Property from either the grossly negligent or willful acts or omissions of the City Representatives in performing the Historic Preservation Relief Research.

SECTION FOUR. EFFECTIVE DATE. This Authorization shall be effective for the period beginning on the date first written above and ending on the Expiration Date, as set forth in Section Five of this Authorization.

SECTION FIVE. EXPIRATION DATE. This Authorization shall expire immediately upon the final action of the City in its consideration of the application for Historic Preservation Relief; provided, however, that if the Historic Preservation Commission imposes a review period on the Subject Property pursuant to Sections 170.040(E)(2) or (3) of the City Code, "final action of the City" shall be deemed to occur on the date on which the applicable Review Period terminates.

SECTION SIX. NO OBLIGATION OF CITY. The City Representatives shall be under no obligation to exercise any of the rights granted to any of them in this Agreement. The failure of the City Representatives, or any one of them, to exercise at any time any such right shall not be deemed or construed to be a breach of this Authorization, nor shall such failure void or affect the City Representatives' right, or that of any one of them, to enforce such right or any other right.

OWNER

By: _____

CITY OF HIGHLAND PARK

By: _____
Director of Community Development
or his or her designee

Notification for Infill Construction

Applicant Name: _____

Applicant Address: _____

Addresses Receiving Notification	Date Sent (Standard Mail)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

The Undersigned Applicant for Infill Construction Drainage and Grading permit from the City of Highland Park hereby certifies that he/she has sent the Infill Construction Notification Letter to the addresses above.

Signed: _____

Address: _____

Date: _____