



VILLAGE OF LINCOLNWOOD

6900 N Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

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Demolition (building or structure) Handout & Form

A demolition permit is required whenever you remove an entire or portion of a building or structure. This includes accessory structures such as detached garages, shed or in-ground swimming pools. While the Village will allow the approval of a demolition permit, the issuance of that demolition permit requires that the remodel permit be submitted. For information on an interior only demolition refer to the [Interior Demolition handout](#).

The online permit application will require the following information:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- A detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)

As a part of the application, you will be required to upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) showing the proposed building or structure to be demolished. Other required information for a demolition permit will include the following:

- Written description of the proposed new structure
- Proposed new site plan
- A sample letter of notice
- A copy of the approved Cook County permit
- Water utility disconnect letter
- Gas utility disconnect letter
- Electric utility disconnect letter

Please note the following requirements:

- The existing water meter is required to be returned to the Village of Lincolnwood's Public Works Department
- Return receipt cards or affidavit for the approved notice letter
- Building to be inspected by Cook County Department of Environmental Control prior to issuance
- Install and maintain a six (6) foot tall chain link security fence, closed and locked when not supervised
- Site to be wet down to control dust during demolition
- Premises and surrounding area shall be kept free from debris
- Dumpsters must be kept on private property – permit not required
- For any water used during the demolition a water meter will be issued by Public Works. A "Hydrant Meter Deposit" will be required for all demolitions. Upon completion of the project and the Hydrant Meter being returned to Public Works after the usage is calculated the difference (if any) will be returned to the applicant of record.

Per Village of Lincolnwood ordinance for Site Management chapter 14.15.10(M) Permissible hours of construction:

Monday through Friday: 7:00 am to 6:00 pm

Saturday: 7:00 am to Noon

Sunday: Construction prohibited

As a part of the application, you will be required to specify the type of demolition including the number of stories if applicable. The Demolition types include but are not limited to the following types.

- Entire Residential Building
- Partial Residential Building
- Entire Commercial Building
- Partial Commercial Building
- Accessory Structure
- In-Ground Swimming Pool

For all demolition projects, call J.U.L.I.E at either 811 or 1-800-892-0123 forty-eight (48) hours before you dig per Illinois State law. This is to verify the location of underground utilities in the area. The service is provided to you at no charge.

Demolition signs will be issued as a part of the permit: These official signs will need to be picked up at the Community Development Department at 6900 N Lincoln Ave during normal business hours after issuance.

The signs need to be installed no sooner than five (5) days prior to construction (demolition) and removed no later than five (5) days after completion.