



VILLAGE OF LINCOLNWOOD

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Interior Demolition Handout & Form

An interior demolition permit is only required whenever you plan on removing interior portions of a building prior to applying for a permit for interior remodel work. If your project for remodeling or build-out already includes all required information for the interior demolition, this permit would not be required. For information on whole building or structure demolition refer to the [Demolition handout & form](#).

An application must be submitted through our online portal at lincolnwood.onlama.com (you can also access the portal by scanning QR code above). You will need to apply an “Interior (only) Demolition” permit and will need to include the following information:

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](#)
- A detailed scope of work for all demolition

Additional documents that may be required with this online application:

- [Homeowner as Contractor](#) affidavit if qualified to perform the work. If the Homeowner is acting as the general contractor, we will also require documentation showing the cost of all materials used for their portion of the work.
- If the Homeowner is approved to be the general contractor, we will need the signed contracts with all subcontractors to be submitted.
- All contractors will need to be registered with the Village and have active, valid Contractor’s Licenses.
- All subcontractors will need to provide a separate letter of intent (unless the Homeowner is the general contractor, in which case, we will need the actual signed contract from each subcontractor)

As a part of the application, you will be required to upload one (1) scanned pdf copy of the construction drawings (1/4 inch = 1 foot) that include the following information:

- An existing or demolition floor plan with dimensions. Include all required demolition notes on this plan.
 - Include all existing walls, windows, doors, and soffits.
 - Include all existing electrical switches, outlets, and j-boxes.
 - Include all existing cabinetry.
 - Include all existing supply and return vents and exhaust systems. (Exhaust to exterior.)
 - Include all existing appliances – indicate gas or electric.
 - Include a reflected ceiling plan if required.

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