



# CITY of HIGHWOOD

Incorporated 1887

## Demolition Permit Application Checklist

### General Items

**Submission of Applications:** Permits should be submitted to City Hall at 17 Highwood Avenue, Highwood, IL 60040. Business hours are M-F 8:30 AM-4:30 PM. Emailed and faxed applications are not accepted.

**Hours of Construction:**

M-F 7:00 AM – 7:00 PM

Sat & Legal Holidays 9:00 AM – 7:00 PM

Sun 10:00 AM – 7:00 PM

**Stop Work Orders:** No work shall be performed prior to the issuance and payment of the permit. Work that is commenced prior to the issuance of the permit is subject to a Stop Work Order and \$500.00 citation.

**General Provisions**

- The city has additional requirements for demolition permits which is included on the supplemental documents attached to this page.

Residential Permits (IRC)	Commercial Permits (IBC)
<p><b>By Owner</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Demolition Permit Application</li> <li><input type="checkbox"/> Description of the work including material and location</li> <li><input type="checkbox"/> Provide copies of utility disconnection notices</li> <li><input type="checkbox"/> Estimated cost of the project</li> <li><input type="checkbox"/> Requires plan review and inspections</li> <li><input type="checkbox"/> Call JULIE before digging 800-892-0123</li> </ul> <p><b>By Contractor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Demolition Permit Application</li> <li><input type="checkbox"/> Provide copies of utility disconnection notices</li> <li><input type="checkbox"/> Copy of contract or signed quote including; <ul style="list-style-type: none"> <li><input type="checkbox"/> Owner's signature</li> <li><input type="checkbox"/> Description of work material and location</li> <li><input type="checkbox"/> Estimated cost of the project</li> </ul> </li> <li><input type="checkbox"/> Requires plan review and inspections</li> <li><input type="checkbox"/> Call JULIE before digging 800-892-0123</li> </ul> <p>Permit Fee; \$165.00 minimum    Re-inspection Fee; \$55.00</p>	<p><b>By Contractor</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Demolition Permit Application</li> <li><input type="checkbox"/> Provide copies of utility disconnection notices</li> <li><input type="checkbox"/> Copy of contract or signed quote including; <ul style="list-style-type: none"> <li><input type="checkbox"/> Owner's signature</li> <li><input type="checkbox"/> Description of the work including material and location</li> <li><input type="checkbox"/> Estimated cost of the project</li> </ul> </li> <li><input type="checkbox"/> Requires plan review and inspections</li> <li><input type="checkbox"/> Call JULIE before digging 800-892-0123</li> </ul> <p>Permit fee; \$330.00 minimum</p> <p>Re-inspection Fee; \$110.00</p>

### City of Highwood Building Codes

- 2012 International Residential Code (IRC) (One and Two-Family Dwellings), as amended
- 2012 International Building Code (IBC) (Commercial, Multi-Family Residential Dwellings), as amended
- 2012 International Mechanical Code (IMC), as amended
- 2014 National Fire Protection Association National Electrical Code (Electrical Code), as amended
- 2012 International Energy Code (IECC), as amended
- 2014 Illinois State Plumbing Code, as amended
- 2012 International Fire Code (IFC), as amended
- 2012 International Property Maintenance Code (IPMC), as amended

A copy of the local amendments to the adopted building codes can be found at [www.cityofhighwood.org/citycode](http://www.cityofhighwood.org/citycode)