



CITY OF OTTAWA

Community Development Department
301 W. Madison Street, Ottawa, Illinois 61350
815-433-0161
www.cityofottawa.org

DEMOLITION PERMIT APPLICATION

(Please Print Clearly)

For Office Use:
Permit: _____
Date Issued: _____
Permit Fee: _____
Payment Method:
___ Cash ___ Check ___ CCard

IMPORTANT.... All commercial and public buildings that are being considered for demolition, renovation, or an asbestos project must have an asbestos inspection conducted by a licensed asbestos professional and file a STATE OF ILLINOIS DEMOLITION/RENOVATION/ASBESTOS PROJECT NOTIFICATION FORM *prior* to any work being started, even if asbestos is not present. This form is attached. Additional information can be found at (epa.illinois.gov/topics/air-quality/asbestos/).

Upon issuance of a City of Ottawa Demolition Permit, inspections are required for the proper abandonment/disconnections of all utilities. It is the owners/applicants responsibility to arrange for electric and gas shut off/disconnect with the utility company. Inspections for water and sewer shut off/disconnects should be coordinated with the City of Ottawa Public Works Department. Required inspections for excavation, fill and surface restoration should be coordinated with the City Building Department.

The City of Ottawa will enforce the provisions of Chapter 33 of the International Building Code (2012 version). Construction documents may also be required for the issuance of a Demolition Permit.

Owner of Property: _____ Application Date: _____

Address of owner: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Location of Building to be demolished/renovated: _____

Contractor(s) and License #(s): _____

Please refer to Chapter 33, International Building Code (2012) for all demolition work requirements:

Type of Structure: _____ # of Stories: _____ Sq Ft of Structure: _____

Detail of Project: _____

(use back or attach additional info.)

As the owner or authorized agent for the owner of the property to which I am requesting a permit for, I certify that all information and attachments provided in this application are correct and that all applicable local, state, and federal regulations will be complied with in performing the work for which this permit is requested for. And that all work and inspections shall be completed within one year from the date of permit issuance.

Signature of Owner/Authorized agent of the owner Date

This is to certify that I have examined the within detailed statement, together with all attachments provided relating thereto, and find the same to be in accordance with the provisions of the Local Ordinance, relating to the demolition at the aforementioned address, and that the same has been **APPROVED / DENIED** and entered in the records this date.

Building Official Date

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PROCEDURE FOR WATER & SEWER SERVICE LINE DISCONNECTION

(in association with building demolition)

1. Prior to beginning the demolition work, the Contractor shall first apply for a Demolition Permit which is issued by the Building Official.
2. Water services are to be disconnected at the water main. The Contractor is to provide trenching, backfill and traffic control. If trenching occurs in the street right-of-way, then a “Street Permit” must be obtained first. The Contractor must post a bond to guarantee the timely replacement of street surfaces such as asphalt, concrete or brick.
3. Contractor shall notify the Water Department at 815-434-0025 not less than 48 hours in advance to schedule the inspection by City forces of water service disconnection and abandonment of water service by Contractor. Contractor shall expose corporation stop, close corporation stop and remove a minimum of 12 inches of service line from the corporation stop. Prior to backfill, City forces will measure the location and depth for City records. The Contractor is to remove the Buffalo Box and backfill the trench.
4. Sewer services are to be cut and plugged at the street right -of-way or at the main by Contractor. For City records, the Contractor shall call the City Sewer Department at 814-433-0245 to inspect the plug and measure the location and depth of the abandoned sewer service.
5. After water and sewer services are properly abandoned, the Building Official issues Notice To Proceed with building demolition. The Contractor is to call the Water Department at 815-434-0025, ext. 250 for a final inspection.
6. City releases the Contractor’s bond after completion of trench patching, if any.