



<http://www.cookcountyil.gov/building-and-zoning>
DEMOLITION PERMIT REQUIREMENTS

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are required to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the Cook County Collector.

1. Complete the application in its entirety where applicable. Be sure to sign your name in the upper right-hand corner and include your real estate property index number (PIN).
 2. For demolition of residential accessory building that is less than 625 square feet, submit a copy of your Certificate of Insurance (General Liability), in the amount of \$1,000,000, naming Cook County Building & Zoning as the Certificate Holder (unless the project is less than \$1,000 in estimated cost **AND** the homeowner is registering as the Contractor, then the Certificate of Insurance can be in the amount of \$250,000).
 3. Residential structures above 625 square feet and all properties zoned commercial or industrial must have a registered demolition contractor. The contractor must submit a letter of intent with a Cook County Registration Number, signed by the registered holder of the company.
 4. Submit a **Plat of Survey** signed and sealed by an Illinois registered surveyor that is not more than five (5) years old of the subject property. Identify all buildings and structures to be demolished.
 5. Site Plan or Plat of Survey must indicate if the property is served by Public Sewer and Water or Well and Septic.
If sewer and water, you must submit a signed letter of intent from a registered plumbing and/or sewer contractor or letter from municipality doing the disconnects.
If septic and well, you must indicate if the well is to be plugged or capped.
 - If capped (temporary), you must submit a signed letter of intent from a registered contractor as well as a letter of approval from the Cook County Department of Public Health approving the capping.
 - If plugging, you must submit a signed letter of intent from a registered well contractor.
- If you have any questions, please call our Plumbing Department at 312-603-0514.
6. A disconnection letter from Commonwealth Edison OR a notarized affidavit must be submitted from the property owner or electrical contractor stating that all electric has been safely disconnected and no hazardous condition exists.
 7. All demolition permits will require a permit or waiver of permit from Cook County Environmental Control Department, 312-603-8200. www.cookcountyil.gov/environmental-control
 8. Industrial or commercial zoned properties will also require a permit or waiver of permit from Illinois Environmental Protection Agency.
 9. Submit a document that shows or describes the site conditions after demolition is complete.

For digital submission of application and supporting documents, please refer to our web site:

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)

[Cook County Building Permit Application](#)