

GENERAL RULES OF DEMOLITION / CONSTRUCTION SITE MANAGEMENT

(INFORMATION FOR GENERAL CONTRACTOR)

1. **Notification.** Each permit applicant that seeks a demolition permit for an existing house or garage or a building permit for any construction that will add six hundred (600) square feet or more of gross floor area to an existing house or garage shall be required to provide notification to all residents of property located within one hundred (100) feet of the subject property. Such notification shall be made no less than seven (7) days prior to the commencement of any work and shall consist of providing the residents with:
 - (A) A copy of an information brochure provided by the Village;
 - (B) Disclosure of a site plan;
 - (C) A general explanation of the work to be done; and
 - (E) The name, address and telephone number of the individual supervising the work.

Before the issuance of a permit by the Village, each permit applicant shall submit written certification, on a form provided by the Village, of personal notification to all of the pending work (See #2 (D)). A copy of the information packet submitted to the adjacent residents will also be provided to Community Development with the permit application.

2. When applicable, general contractor must provide Community Development with a demolition permit application plus the following **BEFORE** the demolition permit is issued:
 - (A) A copy of the **demolition contractor's certificate of insurance** (B+ rating of \$500,000 for bodily injury, \$500,000 property damage and statutory coverage for workers compensation).
 - (B) Must **contact all utilities** regarding demolition and submit to Community Development a notarized letter stating that all utilities have been notified of the demolition and will be appropriately disconnected. Must contact the Village's Public Works Department and the Sanitary District. (See Item #4.)
 - (C) A site management cash bond in the amount of **\$5,000.00** shall be submitted for any demolition construction that will add six hundred (600) square feet or more of gross floor area to an existing house or garage. Upon certification by Community Development of the satisfactory completion of the work, the cash bond shall be refunded. Therefore, an **inspection is required after the demolition is complete.** (See attached documentation sheet regarding the Site Management Cash Bond.)

The site management cash bond shall be in addition to all the other required construction fees and shall remain as security until all work is completed.
 - (D) Signed "*Certificate of Personal Notification to Adjacent Property Owners*" and signed "*Certificate of Receipt of Rules of Demolition / Construction Site Management*". (Forms attached.)
 - (E) Photograph of structure to be demolished or a copy of the plat of survey indicating the exiting structure.

3. **Fences.** The permit applicant for demolition and/or construction shall be required to install and maintain in good working order either:
 - (A) A six (6) foot high temporary chain link construction fence with driven posts around the perimeter of the lot for all **residential** construction: or
 - (B) An eight (8) foot high temporary chain link construction fence with driven posts around the perimeter of the lot for all **commercial** construction.
 - (C) Erosion control measures (silt fencing) must be installed on the inside of the perimeter fence for both residential and commercial.

For both residential and commercial demolition/construction, the fencing must have a gated opening which shall be closed when no construction or demolition activity is being performed on the site. Fencing must be installed prior to the commencement of any construction or demolition on the site and must remain in place until the final grading of the property commences.

These fences require an inspection BEFORE the demolition begins. You MUST contact Code Services (630-434-5529) for this inspection – 24 hours before the demo.

4. **Utilities (electric, gas, water, sewer, telephone and cable)** must be notified of the pending demolition and proof of adequate disconnection of all utilities must be provided to the Village (See Item 2(B)).

To schedule the water disconnect and removal of the meter, you must call Public Works at 630-434-5460.

To schedule the capping of the sanitary sewer, you must call Downers Grove Sanitary District at 630-969-0664.

5. **Trees.** During demolition and construction, all trees located within the public right-of-way shall be protected by fencing pursuant to Section 24-7 of this code. Trees located on private property that are intended to be preserved must be protected with fencing. **An inspection will be required BEFORE demolition begins.**
6. **A debris and refuse container** must be provided on the job site. When no work is being performed the dumpster must be kept fully covered so as to prevent windblown debris. This **container will be checked BEFORE the demolition starts.** Such dumpster or container shall be set back a minimum of five (5) feet from the front lot line and a minimum of five (5) feet from the side lot line.
7. **Portable Toilet.** Construction sites shall be provided with a portable toilet. The location of the portable toilet shall be set back as far as possible from all property lines to within three to four feet from the excavation but not less than a minimum of five (5) feet from the front lot line and a minimum of five (5) feet from the side lot line, and whenever possible the portable toilet shall be located in the rear yard. Such portable toilet shall not be located on public property, including but not limited to, parkways or sidewalks. This **portable toilet location will be confirmed at inspection time BEFORE the demolition starts.**
8. **Water on site.** When demolition begins, a water tanker truck must be at the site in order to control any airborne particles during the demolition. Water may be obtained for a fee by using the hydrant by the gas pumps at Public Works (5101 Walnut, Downers Grove 630-434-5460). Contractors needing water may stop in at the Public Works building and fill out the authorization form to use the hydrant. No deposit is required. Contractors must stop in and record the usage each time they use the hydrant. Contractors will be required to pay for the water when they are done with their project. Water shall be delivered from the water source to the subject property by a hose with a minimum diameter of 2 ½ inches, which may be reduced to 1 ½ inches when on the property that is the subject of the permit. The water hose must be protected when crossing public streets. Public water hydrants may be used with permission from the Public Works Director and a Village water meter along with proper hydrant wrench must be used.

9. **Posted Notice of Rules and Regulations:** The applicant shall post on the permitted property in a prominent place, visible from the public right-of-way, a sign containing notice of the rules and regulations applicable to demolition and construction work. The applicant shall also post notice of the contractor's name and a phone number of the individual supervising the work. Such sign shall be posted not less than four (4) nor more than seven (7) days in advance of the commencement of work. Such sign shall be maintained on the permitted property until all work on the permitted property has been completed and approved or until removal is requested by the Director. The size, shape and message of such sign shall be established by the Director of Community Development. The sign containing notice of rules and regulations shall be obtained from the Village wherein an administrative fee shall be assessed by the Village.

10. **Traffic Control Procedures.** Permit applicants must submit a construction site parking plan outlining the proposed location for all parking of contractor and worker vehicles. The applicant shall adhere to the terms and conditions of the approved construction parking plan.

11. All **streets and sidewalks** must be kept clear of mud and debris every day and shall not be blocked so as to prevent vehicular or pedestrian traffic.

12. The **site must be kept free and clear of debris** and refuse generated by site demolition or construction.

13. **Adjoining property.** All work must be limited to permitted property. Permit does not authorize any entry onto adjoining property for any reason. Proper right of entry must be obtained from adjacent homeowner.

14. **An inspection of the site is required AFTER demolition.** You MUST call Code Services at 630-434-5529 to schedule said inspection.

15. **Permitted work hours** are as follows in regards to **construction/demolition:**

7:00 AM to 7:00 PM Monday through Saturday
NO work permitted on Sunday

16. **Noise** regulations must be followed during construction. Noise generated by radios must be kept to a reasonable level.

17. **No open burning** is permitted.

18. **Permit timeframes:**

- (A) Demolition permits shall be valid for six (6) months from the date of issuance.
- (B) Within thirty days (30) of the approval of the demolition permit application, a new structure must be started or the site must be restored.
- (C) All other permits shall be valid for a period of one (1) year from the date of issuance.
- (D) All extensions of permit time shall be calculated at twenty-five percent (25%) of the original total permit fee and shall extend the permit for an additional six (6) month period.

If you have questions:

1. Questions concerning the project, its design, schedule, or method of instruction should be directed to the Contractor. The Contractor is required to provide you with contact information during his personal contact visit with you.
2. If you observe any violations of the rules of demolition / construction site management, contact the Village's Community Development Department at 630-434-5515.
3. For drainage concerns, contact Community Development Department at 630-434-5460.
4. For noise violations contact the Police Department at 630-434-5690. If the police do not observe a violation because the activity has stopped, you may be asked to make a complaint, which may be referred to the Code Official in Community Development.