



City of Highland  
Building and Zoning

**Application for Demolition Permit**

Application Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
\_\_\_\_ Residential \_\_\_\_ Commercial Permit Fee: \_\_\_\_\_ Check/Cash/CC: \_\_\_\_\_  
Applicant: Owner/ Contractor (Circle One)

**Property Location**

Street Address: \_\_\_\_\_  
Job Value: \_\_\_\_\_ Estimate Start Date: \_\_\_\_\_

**Property Owner Information**

Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Information**

General Contractor: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Excavator: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

JULIE Dig # (Dial 811 to have utility lines located): \_\_\_\_\_

Residential Demolition: \_\_\_\_\_ Commercial Demolition: \_\_\_\_\_ Accessory Structure: \_\_\_\_\_



## City of Highland Building and Zoning

**NOTE:** A completed Utility Disconnect Sign-off Sheet (page four of this application) signed by the appropriate city department representatives or emails/letters from utility representatives stating the disconnection has been completed and providing the date of the disconnection must be submitted with the permit application.

### **Required with permit application:**

- Contractor certificate of insurance on file with the Building and Zoning Department prior to the permit being issued.
- All utilities must be disconnected and retired prior to issuance of a demolition permit.
  - If the electric service for this structure is provided by the City of Highland, the disconnection and removal of drop should be coordinated through the Electric Department. Written documentation of disconnect must be submitted.
  - Water disconnect and meter removal must be coordinated through the City of Highland Water and Sewer Department. Written documentation of disconnect must be submitted.
  - The sewer line must be capped by the contractor and inspected by the City of Highland Water and Sewer Department. Written documentation of disconnect/inspection must be submitted.
  - Ameren IP provides gas service. Retirement of the gas service, removal of the meter and service lines to the curb stop should be coordinated by contacting Ameren IP Construction Division at 888-659-4540. A request must be faxed to 217-424-6758. (You will need to let them know if it is for a city demolition of blighted property). Written documentation of disconnect must be submitted.
  - Cable and/or communication service providers should be contacted and service lives removed. Written documentation of disconnect must be submitted. (Frontier 800-921-8101, Charter 833-267-6094 and/or Highland Communications Services 618-654-1519)
- **Per the State of Illinois, all Commercial demolitions require an Asbestos Inspection and if applicable, proper remediation and disposal. All documentation must be provided prior to permit issuance.**
- Open sites must be fenced in.
- Demolition must include removal of walks and miscellaneous concrete slabs, basement walls and floors, complete removal of all debris on the job site, basement cavity filled with compacted clean fill dirt, and proper reseeding of the lot.
- Any damage to the City property must be repaired or replaced at the contractor's expense.
- Any wells or cisterns must be filled according to Madison County/State of Illinois guidelines. Contact the Madison County Health Department at 618-296-6070 for information.

### **Inspections:**

- Water and sewer capped. Public Works conducts the inspection.
- A final inspection is required when demolition is complete to ensure erosion control is maintained and final grade and seeding is completed. Please call the Building and Zoning office at 618-654-9891 at least twenty four (24) hours prior to requested inspection time.



# City of Highland Building and Zoning

## Building Permit Fine Schedule

### \$50.00 Fine\*\*

- Calling/Scheduling an inspection and not being ready when the inspector arrives to perform it\*\*\*. Fee doubles each time the inspector has to return to the site for the same inspection. For example: First time at site and not ready – no charge, second time \$50.00, third time \$100.00, fourth time \$200.00, and so forth.

### \$50.00 Fine for each item

- Mud on the pavement brings a written warning the first time. The general contractor is advised in the warning to remove it from the pavement within two (2) hours (General contractor is responsible for notifying all sub-contractors). Notice also states that this will be the only warning, throughout the construction project. If the City observes or receives another complaint, a stop work order will be issued along with a ticket. First time – written warning notice, second time \$50.00, third time \$100.00, fourth time \$150.00, and so forth.

### \$500.00 Fine for each item

- Working without a permit when one is required.
- Covering up work without an inspection. (Must pass inspection prior to being covered up.)
- Failure to call for a final inspection.
- Occupying the structure before the issuance of a certificate of occupancy.

\*\* Does not apply to re-inspections of corrected work.

\*\*\*Applies to all Inspections.

### After Hour Inspection Fees

Monday - Friday.....	\$126.00*
Saturday.....	\$126.00*
Holidays & Sundays.....	\$160.00*

\*Subject to change

I hereby certify that I have read and examined this document and known the same to be true and correct. I agree to conform to, and have been apprised of, all applicable laws and codes of this jurisdiction. I further certify that I am the owner or the owner’s authorized agent and that the proposed work is authorized by the owner. I understand that the work shall not begin until permit is issued, that I am responsible for calling for all required inspections, that work shall be accessible for the inspection, that a final inspection approval and Certificate of Occupancy are required prior to occupying the building. I certify that the code official or the code officials authorized representatives shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# City of Highland Building and Zoning

## Demolition of Structure – Utility Disconnect Sign-off Sheet

The following utilities have been properly disconnected and/or inspected by the appropriate entity for demolition of this structure.

Utility	Signature of Department Representative	Date
Water	_____	_____
Sewer	_____	_____
Electric	_____	_____
Gas	_____	_____
Cable	_____	_____
Communications	_____	_____
Other	_____	_____

Residential Property: \_\_\_\_\_ Commercial Property: \_\_\_\_\_ Accessory Structure: \_\_\_\_\_

If the property is commercial, then confirm that the Asbestos Survey has been completed: \_\_\_\_\_

Address of Demolition: \_\_\_\_\_

Contractor in charge of the work: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_