



Village of Mount Prospect

Community Development Department
50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 870-5675

DEMOLITION WITH REDEVELOPMENT

Email: permit@mountprospect.org

Permit submittal requirements to remove Structure & Redevelopment

PERMIT SUBMITTAL REQUIREMENTS TO REMOVE STRUCTURE & REDEVELOPMENT

- ☐ **APPLY ONLINE** go to www.mountprospect.org/permits upload the documents listed below
- ☐ **IN PERSON** bring our permit application completed & signed by property owner plus
- ☐ Copy of the plat of survey
- ☐ Complete bound set of Architectural Plans Include either Signed Res-Check or Prescriptive Method
- ☐ Complete bound set of Civil Plans
- ☐ Fire Sprinkler shop drawings
- ☐ Utility letters of disconnect from Com Ed and Nicor
- ☐ Copy of the Cook County Demolition permit
- ☐ Letter of intent from plumber disconnecting the water service on Plumbing company letterhead, notarized or have corporate raised seal and 055
- ☐ Install construction fencing w/silt fence on the interior. This must remain until the building is secure by having all windows & doors installed

Existing Utilities:

- ☐ All utility locates, contact J.U.L.I.E. at 1-800-892-0123 at least 48 hours in advance of work.
- ☐ When calling J.U.L.I.E., indicate that you need water main, sewers, and b-box located on the property.
- ☐ Please be aware the water main or sewer main may be located across the street.
- ☐ J.U.L.I.E. needs to be told to locate all utilities affecting the property so as not to delay your work.

Tree Protection:

- ☐ The existing parkway trees must be protected in accordance with the Tree Protection Plan (TPP) provided. This TPP must be signed by the property owner or contractor, and returned prior to mobilization. Included in the TPP is the requirement that the parkway trees be protected by encircling them with snow-fence. No excavation, movement of equipment, or storage of materials shall be permitted within the snow-fenced areas. (It should be understood that if a violation is noted, any citation and fine will be directed to the person signing the TPP.)



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Water services:

- ☐ The contractor must notify the Public Works Department at (847) 870-5640 at least 48 hours before disconnecting the water service.
- ☐ Existing meters must be removed intact and returned to the Village. If an AMR wireless water meter was installed- do not cut the wiring – return the entire meter, cabling and endpoint intact. Damage to the cabling or endpoint will result in charges.
- ☐ The Contractor must cap the water service at the main:
 - ☐ If the corp is in good shape and not leaking, then capping at the main requires ▪ a copper plug and flare nut on the corporation stop that is shut off at the main.
 - ☐ If a tapping saddle is found, the saddle must be removed and a stainless repair ▪ clamp must be used. A water main shutdown would need to be scheduled
 - through Public Works Water Division.
- ☐ The Village plumbing inspector must inspect the cap before backfilling.
- ☐ The existing b-box shall not be excavated. Only the top riser stem and round way cap ▪ shall be cut down approximately 12-18" then removed.

Sanitary Sewer service:

- ☐ The existing sanitary service must be televised. If the service is in good condition ▪ and meets current Codes, it should be reused if possible.
- ☐ The existing sanitary sewer lateral may be plugged at the property line only if the ▪ section of the lateral to the main is intact and free from I/I as evidenced by a
 - video submitted to the Village for approval. If the ROW lateral is degraded as
 - determined by the Village; the sewer service must be abandoned at the
 - connection to the sewer main.
- ☐ The existing sanitary sewer lateral must be plugged within 120 days of ▪ demolition or by November 1, whichever occurs first.
- ☐ The contractor is responsible for clearly identifying the location of ▪ the temporary sewer plug for future removal. The Village will not re-locate this at a later date.
- ☐ If the sanitary sewer lateral to be abandoned is under the drip line of a protected tree, ▪ the Village will review and may approve plugging the service lateral outside
 - the drip line of the tree. The service lateral must be televised and reviewed by the Village.
- ☐ The Village's plumbing inspector must inspect the cap before backfilling.