



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

DEMOLITIONS

PERMIT SUBMITTAL REQUIREMENTS ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:

- DESIGN COMMISSION APPROVAL
- [APPLICATION FOR BUILDING PERMIT](#)
- REAL ESTATE INDEX NUMBER (Written on building permit application)
(Index number can be found on the tax bill)
- COOK COUNTY PERMIT
- [SUBCONTRACTOR LIST](#) (All contractors, excluding plumber and electrician, are required to be licensed in the Village of Arlington Heights prior to release of permit)
- [CONTRACTOR'S LICENSE APPLICATION](#)
- DEMO CONTRACTOR'S \$20,000 WRECKING BOND
- [GUARANTY DEPOSIT BOND](#) – *NOTE: Re-inspection fee(s) will be deducted from this bond (as applicable). The re-inspection fee(s) shall be the responsibility of the contractor.*
- 4 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - COPY OF DESIGN COMMISSION CERTIFICATE OF APPROPRIATENESS
 - PROVIDE PHOTO DOCUMENTATION OF THE EXISTING STRUCTURE TO BE DEMOLISHED
 - PROVIDE A LETTER OF RELEASE FROM ALL UTILITY COMPANIES SERVING THE PROPERTY STATING THAT THEIR RESPECTIVE SERVICES HAVE BEEN DISCONNECTED AND TERMINATED IN A SAFE AND APPROVED MANNER
 - PLAT OF SURVEY MARKED SHOWING STRUCTURES TO COME DOWN AND TOP OF FOUNDATION RELATIVE TO EXISTING FOUNDATION OR BENCH MARK
 - [WELL & SEPTIC TANK ACKNOWLEDGEMENT](#)

[OPEN EXCAVATION ACKNOWLEDGEMENT](#)

- A FEE OF \$125 PER FLOOR OF BUILDING IS DUE AT TIME OF SUBMITTAL

ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR REVIEW AND APPROVAL

PERMIT SUBMITTAL INFORMATION

- ★ All applications, including revisions, must be submitted to the Building Department.
- ★ A \$50 fee to pull the water meter will be due at time of pick up.
- ★ Allow 10 working days for review time.

PERMIT REVISION INFORMATION

- ★ If there is a rejection by any reviewing department, a correction report will be mailed/faxed to the permit applicant after the plan has been reviewed by all reviewing departments.
- ★ Revisions may take an additional 10 working days to process.
- ★ If the general contractor and/or any subcontractors change, a letter from the permit applicant documenting the replacement general contractor and/or any subcontractors is required. The Village of Arlington Heights requires that contractors working within the Village obtain a contractor's license and/or present proof of registration to work in the Village in accordance with the Arlington Heights Municipal Code.