



DUPAGE COUNTY

BUILDING & ZONING DEPARTMENT

DEMOLITION (Principal/Accessory Structures)



Permits are submitted online at the following link:

Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist when **demolishing a structure(s)**. This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

You will be creating a profile in our Accela portal – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Plat of Survey
2. Trust Disclosure form for properties in a trust

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A non-refundable application fee will be required and credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. We accept exact cash, checks, Master Card and Visa.

1. Provide a copy of a plat of survey and highlight the structure(s) to be demolished.
2. For any property that is in a trust (bank or trust company) will need a notarized [Trust Disclosure](#) form **completed by the trust company** stating the beneficiary of the trust. For properties in a family trust we need some paperwork showing the trustee.

#### Requirements for permit issuance:

3. Entrance permit
  4. Well sealing affidavit (properties on well)
  5. Fees
  6. Performance Bond
  7. Contractor Registration
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3. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
4. A well sealing affidavit from the Health Department is needed for properties on well. This is an internal form that our office needs before permit issuance.
5. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
6. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed.
7. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current at permit issuance.

**Zoning Requirements:**

Accessory structures shall also be removed in the event that the principal structure is removed from the property.

**Drainage Requirements:**

In most cases, a topographic survey is not required. A marked-up plat of survey showing the following:

- Any required/needed sediment protection (such as silt fence) along the downslopes.
- A note on the survey showing all areas to be demolished (removed), such as structures, driveways, sidewalks and fences.
- Amount of fill to be brought in for restoration (cubic yards).

**Disclaimer:** If there are any special management areas (including any of the following; floodplain, wetland and wetland buffer) on the property additional permit requirements may be needed. See [Sec.8-128.2](#) of the County's Building Code for Minimum Plan Requirements.

**Minimum Building Plan Requirements:**

Remove all portions of the structures including the foundation and bring the property back to grade.

**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule a final inspection.

(Where no work has been started within 180 days after the issuance of a permit, or when more than 180 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit). Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupagecounty.gov/building](http://www.dupagecounty.gov/building).

**CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](#) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**