

City of Sandwich
Building Department
144 E. Railroad Street
Sandwich IL 60548
815-786-8802

Date _____

Address _____

Dear _____,

The following is a description of the "Demolition Checklist" (which is attached) that identifies some of the outstanding submittal items from your application. See **DEMOLITION** Sheet for further information (Attached)

1. Submit application to Sandwich
2. Please submit the excavation permit application for the City of Sandwich and also for the Street Department. Two separate applications (Attached)
3. Please submit detail for the water and sewer connections/ Fill out attached sheet and sign.
 - a. The water service shall be disconnected at the water service main by physically shutting off the corporation stop, cutting the copper pipe and capping the end of the copper pipe. The curb box shall be cut down to two feet below grade.
 - b. The water service to demolition address must be turned off by City of Sandwich PRIOR to starting. Applicant must call 24 hours in advance.
 - c. The sanitary sewer; (Please see attached Sanitary sewer disconnections.)
4. Please submit written confirmation of utility disconnections from ComEd (electric), Nicor Gas (gas), Comcast (cable, internet, telephone, and Frontier (internet and telephone).
5. Please describe what structures are to be demolished.
6. All commercial buildings: Please submit a copy of the completed Demolition/ Renovation/ Asbestos Project Notification Form with section completed by licensed asbestos inspector.
7. Coordinate closing of streets and/or sidewalks as required.
8. Coordinate barricades or fencing as required for the safety of all pedestrians.
9. Foundation must be removed from site.
10. Site must be filled with clean fill and graded for drainage.
11. Streets and sidewalks maintained free of mud/debris
12. A Street, Sidewalk, Public Way construction bond must be completed. (Attached)

I have received the above list and accompanying packet.

Signature _____

Printed name _____

Phone _____

City of Sandwich
Building Department
144 E. Railroad Street
Sandwich IL 60548
815-786-8802

DEMOLITION

This informational guideline has been developed to identify the minimal requirement to demolish a house, commercial building or similar structure. The information provided outlines information that is pertinent to the City of Sandwich's adopted Building Codes, Ordinances and required inspections. These guidelines are by no means all inclusive, but they do identify the most critical requirements that are involved in this type of project. State law requires you to call J.U.L.I.E. (811 or 800-892-0123) before any digging project.

Need to Submit

1. Building permit application
 - a. Application shall be completed with all required information that is pertinent to the proposed scope such as: site address, description of work, contractors to be used on job, total cost of job, applicant contact information.
 - b. Provide copy of excavation permit application. (Attached)
 - c. Provide copy of Street, Sidewalk and Public way Bond form. (Attached)
 - d. Complete demolition checklist (attached)
2. Procedure steps
 - e. Fill out application for permit with plats of survey.
 - f. It is applicant's duty to insure their Homeowners Association (if applicable) approval before starting work. This is **not** performed by the City of Sandwich.
 - g. Approval will be given/ denied from the building department and applicant will be informed of decision.
 - h. A permit fee of \$40.00 must be paid.
3. Asbestos inspection for (multifamily over 4 units and all commercial buildings);
 - a. An inspection for the presence of asbestos must be completed and must comply with NESHAP.
 - b. A copy of report showing approval of inspection must come from Illinois EPA.
4. Inspections needed. Applicant **MUST** make these calls to set up inspections
 - a. Site inspection before any demolition occurs.
 - b. Site inspection upon completion/ Area cleaned of refuse, dirt piles and no unsafe conditions exist.

City of Sandwich
144 E. Railroad St.
Sandwich, IL 60548
Phone: (815) 786-9321

DEMOLITION CHECKLIST/

- 01. COMPLETED DEMOLITION PERMIT APPLICATION: SIGNED BY PROPERTY OWNER
- 02. COMPLETED EXCAVATION PERMIT APPLICATION
- 03. PUBLIC WORKS APPROVAL OF METHOD OF SEWER / WATER DISCONNECTS
- 04. CONFIRMATION OF UTILITY DISCONNECTS: ELECTRIC, GAS, PHONE, CABLE
- 05. DESCRIPTION OF STRUCTURES TO BE DEMOLISHED: PRIMARY / ACCESSORY
- 06. COMMERCIAL / PUBLIC: ASBESTOS INSPECTION REQUIRED
- 07. COORDINATE CLOSING OF STREETS / SIDEWALKS WHEN REQUIRED
- 08. COORDINATE BARRICADES / FENCING WHEN REQUIRED
- 09. FOUNDATIONS TO BE REMOVED FROM SITE
- 10. SITE FILLED AND GRADED FOR DRAINAGE
- 11. STREETS AND SIDEWALKS MAINTAINED FREE OF MUD / DEBRIS

**EXCAVATION PERMIT APPLICATION
CITY OF SANDWICH
STREET DEPARTMENT
(815)-786-9321**

NO. _____

LOCATION _____ ADDRESS _____ NAME _____

Please check below each item requiring excavation and restoration. Besides each item checked, we will require the signature of the BONDED CONTRACTOR that will be performing that work.

___ General Excavation*

Name/Company

Signature

___ Pavement/Curb & Gutter*

Name/Company

Signature

___ Parkway/Green Space*

Name/Company

Signature

___ Sidewalk/Driveway

Name/Company

Signature

I hereby agree that full and complete restoration per the City of Sandwich Standards of any and all excavations in a safe and expeditious manner, as set forth in this Excavation Permit, is my responsibility. I also understand that failure to do so will result in a lien against my property to cover any and all costs incurred by the City of Sandwich to make final repairs and restoration. The City agrees to use its best efforts to utilize the Bond(s) on file with the City Clerk from all City Bonded Contractor(s) involved to insure that the work is done according to the City Standards. I further understand that this permit will become null and void if work is not completed within ninety (90) days.

Signature Property Owner

Permit Fee \$25.00 Received _____

*Deposit \$1000 Received _____

Signature General Contractor

Bond on File _____

Date: _____

City Clerk

NO. _____

**SANDWICH STREET DEPARTMENT
815-786-9321
EXCAVATION PERMIT**

Property Owner Information

Name: _____

Address: _____

Phone Number: H- _____ W- _____

If work is being performed by a general contractor

Name: _____

Address: _____

Phone: _____

Location of Work: _____

Please give a short description of the work to be done: _____

Date of Commencement of Work: _____

Estimated Date of Completion: _____

Review & Approval: _____

Signature-Street Superintendent

_____ Date

Permit Issued: _____

Signature-City Clerk

_____ Date

In the space below please sketch where the work is to be done. Please show your house, the street, and any sidewalk, curb, driveways or other structures that may need to be excavated or removed and replaced.

**STREET, SIDEWALK, PUBLIC WAY
CONSTRUCTION/WORK BOND**

BOND NO. _____

PRINCIPAL AMOUNT \$10,000.00

KNOW ALL MEN BY THESE PRESENTS, that we _____

as Principal, and _____
of, _____ Corporation, as Surety, are held and firmly
bound unto the CITY OF SANDWICH, Obligee, a municipal corporation of the State of
Illinois, in the penal sum of TEN THOUSAND DOLLARS (\$10,000.000), lawful money
of the United States of America, for the payment of which well and truly to be made, we
bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and
severally, firmly by these presents.

WHEREAS, _____
Principal, has applied for a permit to construct or do work in the street, sidewalk, alley or
other public way in the City of Sandwich.

NOW, THEREFORE, the condition of the obligation is such that if the said
Principal shall well and truly do the work and save the Obligee harmless from any loss,
cost or damage by reason of its work or failure to complete said work; then this
obligation shall be null and void; otherwise to remain in full force and effect and the
Surety, upon receipt of a written notice from the Street Superintendent indicating that the
work has not been completed and/or the City has suffered loss or damage resulting from
the work or the manner of doing the same, shall, within thirty (30) days of the notice,
complete the work and pay for the loss or damage, or upon the expiration of the thirty
(30) day period, City may complete the work and recover its cost therefore and any loss
or damage from Surety.

Signed, sealed and dated this _____ day of _____, 20____.

PRINCIPAL

SURETY

By: _____
Vice President

By: _____

Section 14-3 Same-Bond

Each applicant for a permit under section 14-2 shall file a bond or insurance policy in the amount of ten thousand dollars (\$10,000) with sureties to be approved by the mayor and city council, conditioned to indemnify the city from any loss or damage resulting from the work undertaken or the manner of doing the same.

City of Sandwich
Building Department
144 E. Railroad Street
Sandwich II 60548
815-786-8802

Date: _____

Address _____

Sandwich II 60548

Demolition: Sewer and water disconnects

Water Service must be shutoff before starting any work by the City of Sandwich. 24-hour notice must be given for water shut off and inspections of both sewer and water disconnections.

Applicant name/ Please print _____

I televised sanitary sewer on (date) _____ to be able to make following assessment;

I, _____, will terminate sewer connection at main and allow for the completed disconnect and cap to be inspected before backfilling. Or describe an approved City of Sandwich method. See attached approved methods: _____

I, _____, will terminate water service at main by physically closing corporation stop/valve at the water main tap and capping the corporation stop/valve outlet. The curb box shall be cut down a minimum of two (2) feet below final grade.

I, _____, will repair road with a minimum of 4" (or match existing thickness) with hot asphalt mix. I will make provide a patch that goes at least 12 inches past new hole/ ditch on all sides. If this repair is done while hot mix is unavailable (winter conditions), I will patch with tamped stone and return when hot mix becomes available again to repair road correctly. I understand my bond will not be returned until such repairs are completed to the satisfaction of the City. If I do not repair road in a timely fashion when hot mix is available, the city may complete the repair and deduct payment from held bond. At all times, I will notify city so they can inspect conditions before repair is completed.

Sanitary Sewer Service Disconnection:

Disconnection of the sanitary sewer service is required as an integral part of the demolition of a residential or non-residential structure within the City of Sandwich. If the property owner is considering the re-use of an existing sanitary sewer service for a future structure, the property owner shall also be required to perform the condition assessment and correct any deficiencies as determined by the City at the time of demolition. When the demolition of the structure involves burning by the fire department, the sanitary sewer service must be completely isolated from the sanitary sewer system prior to burning.

The goal of this service disconnection process is to eliminate infiltration or inflow into the sanitary sewer system from services that have broken pipes, separated joints, or other deficiencies. The best way to ensure that the infiltration or inflow is reduced or eliminated is to remove the sanitary sewer service piping at the main and seal or plug the branch. Understanding the financial constraints that applicants can have when dealing with the sanitary sewer service disconnections, the City has developed the following procedure.

1. A condition assessment of the sanitary sewer service and the connection to the sanitary sewer main is to be paid for and performed by the applicant. The condition assessment shall include televising the sanitary sewer service piping from the desired point of disconnection to and including the connection of the sanitary sewer service to the sanitary sewer main. The camera can either be inserted into the service piping or into the main, but the televised condition assessment shall include both the pipe connection to the main and the pipe service joints. The City shall be provided with a minimum of 24 hours' notification prior to the scheduled time of televising to coordinate personnel to be present during the televising. The property owner is advised to be present for the condition assessment. A digital file of the televised piping shall be provided to the City within 7 days of the condition assessment.

Any excavation within the rights-of-way requires a separate excavation permit application to be completed by the contractor and property owner. Scheduling of inspections shall provide a minimum of 24 hours' notice prior to the desired time of inspection. On occasion, the City will require more than 24 hours' notice to schedule inspection personnel. No excavations shall be backfilled without first being inspected and construction approved by the City.

2. Upon completion of the condition assessment, the City will make a determination of one or more of the following.
 - a. The service piping is in a condition that will permit the applicant to seal the service piping at the right-of-way line by placing a watertight plug or cap with no further work to be done on the service piping or the connection at the main. Applicant shall then provide to the City in writing the manufacturer's data for the proposed plug or cap (including all appurtenances) prior to beginning the work. The completed installation of the plug or cap shall be inspected by the City prior to backfill.

- b. The service piping is in a condition that requires work to be done by the applicant to make the service piping watertight. Applicant shall then provide to the City a written plan based on the following concerning the proposal for making the service piping watertight.
 - i. Remove service piping by excavating in the right-of-way to the main and cap or plug the branch. Alternatively to a cap or plug in the branch, remove a section of the main and replace with new pipe and no-shear couplings.
 - ii. Isolate service piping by installing a liner within the main. The liner shall extend two feet beyond each end of the pipe connection within the main. The area within the main shall be televised upon completion to verify that the construction of the liner is acceptable. The remaining service pipe is no longer hydraulically connected to the main. The right-of-way end of the service piping shall be plugged or capped.
 - iii. Seal the service pipe deficiencies by installing a tee liner from the service into the main. The area within the main shall be televised upon completion to verify that the construction of the tee liner is acceptable. The remaining service pipe is hydraulically connected to the main, but the joints and deficiencies are sealed. The right-of-way end of the service shall be plugged or capped.
- c. The pipe connection at the main is in a condition that requires work to be done by the applicant to make the pipe connection watertight.
 - i. Remove a section of the main and replace with new pipe and no-shear couplings. The right-of-way end of the service piping shall be plugged or capped.
 - ii. Isolate the pipe connection at the main by installing a liner within the main. The liner shall extend two feet beyond each end of the pipe connection within the main. The area within the main shall be televised upon completion to verify that the construction of the liner is acceptable. The right-of-way end of the service piping shall be plugged or capped.
 - iii. Seal the pipe connection deficiencies by installing a tee liner from the service into the main. The area within the main shall be televised upon completion to verify that the construction of the tee liner is acceptable. The pipe connection is hydraulically connected to the main, but the deficiencies are sealed. The right-of-way end of the service shall be plugged or capped.