



City of Quincy, Illinois

Office of Zoning and Inspection
706 Maine Street, 3rd Floor
Quincy, IL 62301
Phone: (217) 228-4540
FAX: (217) 221-2288
Web: www.quincyl.gov

Application for Demolition Permit

Property Information

Address of Subject Property _____		Date _____
Property Identification Number (PIN) _____		J.U.L.I.E Dig No. _____
Property Type	<input type="checkbox"/> One/Two Family <input type="checkbox"/> Multi-family	<input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use
	<input type="checkbox"/> Other: Description _____	
Structure Type	<input type="checkbox"/> Principal <input type="checkbox"/> Garage <input type="checkbox"/> Storage Shed	Historic District <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Other: Description _____	
Number of Stories / Height: _____ / _____		

Contact Information

Demolition Contractor Name _____	Telephone _____
Demolition Contractor Address _____	Fax _____
Owner's Name _____	Telephone _____
Owner's Address _____	Fax _____

Submittal Requirements Prior to processing any Application for Demolition Permit, the following items of information must be received by the Office of Inspection. See reverse side of this form for additional information related to submittal requirements and processing of this application.

- Proof of Ownership Site Plan Plat of Survey Traffic Plan Photographs
- Historic Preservation Approval Structural Engineer's Report
Required for Historic Districts Only Required when structure to be demolished abuts another structure
- Utility Notification / Cut-off Fire Department Fire Guard Determination

The following permit applications / items shall be submitted concurrently with this Application for Demolition

- R.O.W. Obstruction R.O.W. Opening I.D.O.T. Permit

Certification I, as owner or owner's authorized agent, do hereby certify that all the above items of information provided are true and accurate and that I have read and understand the information and conditions listed on the reverse side of this application form.

Owner or Agent _____	Date _____
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OFFICE USE ONLY				
Permit Number	Receipt #	Fee Amt.	Received By	Date
		\$		

Additional Information

1. This application must be completed fully and legibly, and accompanied by all required items listed within the Submittal Requirements Checklist and other submittals listed herein below if applicable.
2. Only persons having a proprietary interest in the subject property may file an application. If signed by an agent of the owner, the application shall be accompanied by a written instrument, executed by the person with proprietary interest under oath, establishing the agency. If title is in a land trust, the application must be filed by the Trustee.
3. All items of information requested on this application form must be provided prior to processing of the application. PLEASE ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING OF APPLICATION.
4. INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT PROCESSING.
5. The completed application, items of information and other required submittals shall be filed with the Office of Inspection and the permit fee shall be paid at the time of application. The application fee is not refundable even if the requested demolition is subsequently withdrawn
6. Proof of Ownership and/or proprietary interest in the property shall be established by a copy of current Deed, Title Policy, written Commitment to Purchase or written Option to Buy.
7. The Plat of Survey must show all current improvements to the property.
8. The Site Plan shall indicate the following information:
 - a. Extent of structure(s) to be demolished
 - b. Location of a temporary fence [four (4) feet high surrounding the property or area of work.
 - c. Location of protective measures for all tress within the public right-of-way.
 - d. Location and description of all measures to protect adjacent properties and structures.
 - e. Location of all traffic control devices; sidewalk or street barricades (requires separate permit)
 - f. Location of dumpster or debris hauler
9. The applicant / owner / contractor shall submit a "Utility Sign-off" sheet bearing signatures by a duly authorized representative of each utility or other agency, indicating that the according utility has been properly disconnected from the property. Note that this is not a requirement for discontinuation of service, but for physical severance of the utility line from the structure(s) being demolished.
10. Where the building to be demolished is immediately adjacent to another structure, a written report prepared, signed and sealed by a licensed architect or structural engineer shall be submitted to verify that the structure to be demolished is structurally independent of the adjacent building.
11. Right-of-Way Obstruction Permits are required for all sidewalk and/or street closures as well as for any dumpster to be located in the public right-of-way.
12. Right-of-Way Opening Permits are required for any work in the public right-of-way that may be required to sever water and sewer lines servicing the structure(s) to be demolished.



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UTILITY & PRESERVATION NOTIFICATION SIGN-OFF FORM FOR DEMOLITION

Date: _____

Building Address(es): _____

Demolition Contractor: _____

This form must be completed and submitted along with the Application for Demolition Permit and will be required prior to issuance of the permit.

Any demolition work started on any structure before a demolition permit is issued will be in violation of Sections 29.1101 and 29.1102 of the Municipal Code of the City of Quincy (1980), and will be referred to the City Legal Department.

The utility companies require a minimum of 72 hours after notification to properly disconnect their service. The following utilities shall be notified:

As a duly authorized agent of the following utility provider, permission is hereby granted to demolish the building(s) listed above. The utility service has been disconnected or the contractor has provided for the proper disconnection of said service.

Water Department
City Hall – 217-228-4580

Sewer Disconnect
City Plumbing Inspector
217-228-4542 / 217-430-9702

AT&T

1. Call 888-611-4466. When prompted, Dial '0' to notify them of demolition.
2. After completing #1 above, call 217-224-9961 to get form signed.
3. Go to 1305 N. 26th St. for signature.

Gas – Ameren CIPS
320 S. 7th St.
217-221-0844

Comcast Cablevision
2930 State St.
888-736-6695

Electric – Ameren CIPS
320 S. 7th St.
217-221-0844

Historic Preservation Commission
City Hall Annex – Dept. of Planning & Development
217-221-3663

STATE OF ILLINOIS DEMOLITION/RENOVATION/ASBESTOS PROJECT NOTIFICATION FORM

Abatement projects greater than 3 sq./ft and or 3 linear ft. up to 160 sq.ft or 260 linear feet including all school projects shall be submitted to the Illinois Department of Public Health.

Projects greater than 160 sq./ft or 260 linear ft., or 1 cubic meter and demolition projects shall be submitted to Illinois Environmental Protection Agency.
All projects in Cook County must notify Cook County Environmental Control.

This form and appropriate fee shall be submitted for all original notifications to IDPH (no fee), IEPA (\$150), and Cook County (\$200).
This form shall also be used for revisions to the IEPA and IDPH. A Cook County Revision Form must be used to cancel an asbestos permit.

Date: _____ **Copies of this form may be found at: www.ienconnect.com/enviro**

TYPE OF NOTIFICATION: original demolition renovation cancellation revision ordered demolition annual

Check Type of Project Below: *(Check all that apply.)*
 Friable School Project Non-Friable School Floor Tile Project Commercial Public Building (Friable & Non-Friable)

Revised by: Contractor Owner Project Designer #of times revised: _____ List Section #'s being revised: _____

1. FACILITY INFORMATION:

Facility name: _____ School Bldg ID: _____

Location of Asbestos Containing Material (ACM) in Structure: _____

Bldg Size: _____ Sq.Ft.: _____ #Flrs: _____ Age: _____ Present Use: _____

Prior Use: _____ Future Use (demo) _____

Address: _____

City: _____ County: _____ Zip: _____

Contact: _____ Phone: _____

2. FACILITY OWNER OR SCHOOL DISTRICT: *(Tip: Complete for all projects Commercial/Public or Schools)*

Facility Owner Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Copies of abatement permission and written verification certification to all building occupants and users from the building owner or school board shall be submitted for IDPH public and private school facilities as required by Section 855.350 of the IDPH Asbestos Code.

3. ASBESTOS CONTRACTOR NAME: **ID#:** _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

4. DEMOLITION CONTRACTOR NAME:

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

5. ABATEMENT INFORMATION: Is Asbestos Present? Yes No

Description of Planned Demolition or Renovation Work and Methods to be Employed Including Demolition or Renovation Techniques:

Description of Work Practice(s) and Engineering Controls used to Prevent Emissions at the Demolition or Renovation Site:

6. Quantities:

	Regulated Asbestos Containing Material to be removed (RACM)	Non-friable asbestos not to be removed (demolition)		Non-friable asbestos to be removed		TOTAL ASBESTOS TO BE REMOVED
		CAT I	CAT II	CAT I	CAT II	
Pipes (Ln. Ft.):						
Surface Area (Sq. Ft.):						
Volume (Cu. Ft.):						

Tip: CAT I non-friable ACM are asbestos-containing resilient floor coverings (vinyl asbestos tile (VAT), asphalt roofing products, packing and gaskets. All other non-friable ACM are considered CAT II non-friable ACM. (RACM) is (a) friable asbestos material, (b) Category I non-friable ACM that has become friable, (c) Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting or abrading, or (d) Category II non-friable ACM that has a high probability of becoming or has become crumbled, pulverized or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.

7. ABATEMENT START DATE: Finish Date: _____ Work hours: AM PM AM PM

Scheduled Demolition Start Date: _____ Finish Date: _____ Work hours: AM PM AM PM

Working Weekends? Yes No Working Evenings? Yes No

Tip: Ten day notification requires at minimum, ten (10) working days (Monday-Friday including holidays) prior to the commencement date. Ten days begin with the US postmark date or date received in office by commercial services or hand delivery. IEPA and Cook County cannot accept faxed copies, however, IDPH will accept faxed submissions. Phased projects will not be accepted.

8. PROJECT DESIGNER ID#: 100-		Name:	
Complete Project Designer Name and License ID# if this project was designed by a Designer.			
9. INSPECTOR ID#: 100-		Name:	
<i>Tip: If procedure utilized is visual inspection, the inspector ID# must be provided.</i>			
10. PROCEDURE, INCLUDING ANALYTICAL METHOD, USED TO DETECT THE PRESENCE OF ASBESTOS			
Name of Analytical Testing Laboratory:			
11. ASBESTOS PROJECT MANAGER ID#: 100-		Name:	
12. AIR SAMPLING PROFESSIONAL ID#: 100-		Name:	
13. DISPOSAL SITE/LANDFILL NAME:			
Address:		Contact:	
City:	State:	Zip:	Phone:
14. WASTE TRANSPORTER/NAME:			
Address:		Contact:	
City:	State:	Zip:	Phone:
15. IS DEMOLITION ORDERED BY A GOVERNMENT AGENCY?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>(If yes, a signed copy of Order must be attached.)</i>			
Government representative ordering the activity:			
Title:	Date of Order:	Order Demolition Date:	
16. FOR EMERGENCY RENOVATION:			
Date and hour of emergency (mm/dd/yy):		AM <input type="checkbox"/>	PM <input type="checkbox"/>
Describe sudden unplanned event. (example: boiler explosion) Explain how the event caused unsafe conditions or would cause equipment failure or an unreasonable financial burden.			
17. Description of procedures to be followed in the event that unexpected asbestos is found or previously non friable asbestos material becomes crumbled, pulverized or reduced to powder.			
I certify that at least one representative trained in the provisions of 40 CFR Part 61, Subpart M, shall be on site during demolition or renovation, having in his or her possession for inspection, evidence that the requisite training has been accomplished.			
CERTIFICATE # _____		NAME OF TRAINING COURSE _____	
I certify the above information is correct.			
Signature of Demolition/Abatement Contractor or the Owner		Date	
Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h)).			
<i>Tip: All notification forms must be hand signed and dated. Hand stamps are not acceptable. IEPA and Cook County require original signatures on their notification forms. IDPH will accept photocopies. All notifications submitted to IEPA & Cook County must be accompanied by the appropriate fee. There is no fee for notification to IDPH.</i>			
ILLINOIS EPA AGENCY USE ONLY			
Date Received:	Input to ACTS:	Post Mark Date:	To Cook/City:
Champaign	LaSalle	Springfield	Rockford Moline Marion
For Cook County Departmental Use Only.			
Date Received CCDEC:	Post Mark Date:	Input Into Computer:	
Inspection Fee Received:	Inspection Priority: Top <input type="checkbox"/> High <input type="checkbox"/> Low <input type="checkbox"/>	Must be Inspected:	
Date(s) of Inspections:			
Inspection Report Attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Violation Copies Attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>

The Illinois EPA is authorized to require, and you shall disclose, the information requested on this Agency form utilizing this form pursuant to the Illinois Environmental Protection Act (Act), 415 ILCS 5. Failure to disclose the requisite information on this Agency form may result in your notification being denied, and/or penalties being imposed as provided for in the Act, 415 ILCS 5/42-45.



Submit this form to the appropriate agencies:
 IL Environmental Protection Agency, P.O. Box 19276, 1021 N. Grand Ave East, Springfield, IL 62794-9276 \$150 fee
 IL Department of Public Health, 525 W. Jefferson St., Springfield, IL 62761 (FAX: 217-785-5897)
 Cook Co. Dept. of Env. Control, 69 W. Washington, Suite 1900, Chicago, IL 60602-3004 \$200 fee



**ARTICLE III DEMOLITION OR SALVAGE OF BUILDINGS OR STRUCTURES
AND REQUIREMENT OF A FIRE PROTECTION GUARD**

Section 23.301 Requirement of a demolition permit ---

(1) **Requirement of a demolition permit:** Notwithstanding any other provision of local, state or federal law, any building to be demolished or otherwise removed in whole or in part shall require a demolition or salvage permit and the proper fee as authorized and granted by both the Quincy Fire Department and the City of Quincy Inspection Office.

(2) **General procedure:**

(a) An appropriate permit shall be obtained from the Inspection Office prior to beginning demolition or salvage operations. The contractor, individual or other business seeking a permit shall complete the required application for the permit, in the form and manner as prescribed by the Inspection Office. The Quincy Fire Department and the Inspection Office shall have the authority to make such inquiry and to obtain such additional information as is necessary to review and process the application for demolition or salvage permit, including making inquiry with the Quincy Police Department or other sources.

(b) Building salvage operations shall require a salvage permit at a cost stipulated in Chapter 29, Article II, Section 29.1101(4) of the city code. For purposes of this article, the word "salvage" shall include the removal of exterior or interior fixtures, trim, doors, windows, porches, structural components, flooring and significant architectural or historical features prior to demolition of the structure with the intent of reuse or re-sale. Excluded from this definition is the removal of materials incidental to or made necessary by, the demolition process. Also excluded from this definition are salvage operations that are part of or associated with building re-habilitation, remodeling, renovation or other construction operations allowed by a proper building permit.

(c) Building demolition operations shall require a demolition permit at a cost stipulated in Chapter 29, Article II, Section 29.1101(4) of the city code. For purposes of this article, the word "demolition" shall include the leveling or dismantling of a building or structure, including the removal of debris in a manner consistent with the provisions of section 23.303 (12) of this document. Excluded from this definition is the removal of materials not necessary in the demolition process and whose removal delays the demolition process.

(d) After receipt and filing of a completed application for demolition or salvage permit, the building official shall promptly cause a copy of such application to be forwarded to the Quincy Fire Department for review.

(e) The Quincy Fire Department and the Inspection Office shall perform independent follow-up inspections of the building at the proposed demolition site to verify the information provided in the application and to determine whether or not a waiver of the requirement of an on-site fire protection guard is warranted.

(f) Subject to emergencies or other situations beyond the control of the Quincy Fire Department and the Inspection Office, a decision as to whether or not a waiver of the requirement of a fire protection guard is warranted shall be made within a reasonably prompt time, generally two (2) business day, after receipt and filing of the application for demolition permit.

(3) **Failure to provide information and denial of demolition or salvage permit:**
Should a contractor, individual or other business seeking a demolition permit fail to provide

complete and accurate information as is required by the Quincy Fire Department and the Inspection Office, sufficient and reasonable grounds exist for immediate denial of a demolition/salvage permit, or revocation of any permit previously issued.

(4) Issuance of demolition permit:

(a) Neither a demolition or salvage permit shall be granted prior to submission to the Inspection Office of a completed utility notification check off, forms for which shall be available at the Inspection Office.

(b) For any contributing property in a National Register Historic District or property listed individually on the National Register of Historic Places, no demolition or salvage permit shall be granted prior to the expiration up to ninety (90) days from the filing of the application with the Inspection Office to allow the Quincy Preservation Commission sufficient time to survey, review, comment and document the subject property and to conduct a public hearing in the same manner as required by Section 29.1012(4) of the Municipal Code of the City of Quincy, and thereafter submit a report to the Director of Planning and Development and the City Council, unless such review period or public hearing is waived in writing by the Commission.

1.) **Exception - City notice to owner to demolish:** In the event a property has been declared unsafe and dangerous by the city and a nuisance abatement notice is given to the owner to demolish or repair the nuisance structure, then the period provided above for review by the Quincy Preservation Commission shall commence from the time the Preservation Commission is provided with a copy of such nuisance abatement notice (or other notice from the city that the nuisance structure is to be demolished). If such notice has been provided to the Preservation Commission, it shall not be necessary to provide further notice to the Commission of any application to demolish (by the owner) or of direct demolition by the city.

2.) **Summary demolition:** Notwithstanding anything herein to the contrary, the period for review by the Preservation Commission may be waived upon the concurrence of the Superintendent of Inspection and the Fire Chief that a structure constitutes such an imminent threat of serious injury or damage to persons or property that it should be demolished in a manner consistent with the summary nuisance abatement provisions of Section 21.104 of the Municipal Code provided that the Preservation Commission receive notice from the Superintendent of Inspection of such summary demolition as soon as is practicable, and nothing herein shall be deemed to limit or restrict the power or authority of the city to summarily abate nuisances in accordance therewith. **Note:** An order of summary demolition shall preclude the issuance of a salvage permit.

(c) For any individual or contributing property nominated or designated as a Quincy Local Landmark or contributing property in a designated Quincy Local Historic District, no demolition or salvage permit shall be granted prior to receipt of a certificate of demolition as per the requirements of ordinance no. 8151 (Landmark and Historic, Districts) and Section 29.1012 (Demolition).

(d) The Quincy Fire Department shall receive prompt notice from the Inspection Office of the issuance of a demolition permit, at which time the Quincy Fire Department and the Inspection Office may place such further reasonable conditions, requirements or restrictions upon the issuance of the permit as are necessary to insure the public health, safety and welfare, in addition to the general requirement of this Chapter.

23.302 General requirement of a fire protection guard --- All buildings or other structures to be demolished or otherwise removed in part or in whole in the City of Quincy shall require the

placement of an on-site fire protection guard unless an exception is granted as provided in the Article.

(1) **Definition:** A qualified fire protection guard shall be defined exclusively as an individual hired from a bonded security agency or a person approved by the Quincy Police Department and Fire Department. Such approved individual shall, at a minimum, have not been convicted of a felony offense within the ten (10) years immediately preceding the date of the demolition application and must be able to demonstrate the ability to use a standard 2-way communication system.

(2) **Required notification:** Prior to the start of salvage and /or demolition, the contractor, individual or business performing the demolition shall provide notice to the Quincy Fire Department and the Inspection Office of the name, address and telephone number, both residence and business of the fire protection guard, together with written work shift schedule.

(3) **Required equipment:** Any such fire protection guard shall be equipped with a fully functional portables radio having both 9-1-1 and the Quincy Fire Department frequency, cellular telephone, or similarly reliable 2-way communication system. Other equipment may be required by the Quincy Fire Department based on the circumstances and nature of the demolition undertaken.

(4) **Costs, fees and expenses:** All costs, fees or expenses, including but not limited to salaries or rental of any equipment shall be the responsibility of and be borne by the contractor, individual or business securing the demolition permit.

(5) **Exception to the requirement:** The Quincy Fire Department and the Inspection Office may, after a review of an application for demolition permit and an on-site inspection, waive the requirement of a fire protection guard. Any such waiver shall be in writing and signed by the Fire Chief and the building official.

(6) **Criteria to be used in granting a waiver:** The Quincy Fire Department and the Inspection Office may consider, but shall not be limited to, the following factors in their determination if a waiver of the requirement of a fire protection guard is warranted:

(a) Geographical location of the building or structure.
(b) Construction materials of the building or structure.
(c) Size and square footage of the building or structure.
(d) Previous use or occupancy characteristics of the building or structure.
(e) Public safety, life hazards and exposure problems in the vicinity of the building or structure to be demolished or otherwise removed.

(f) The location, size and number of fire hydrants in the vicinity of the proposed demolition site.

(g) Time frame needed for demolition and the method of demolition.
(h) Past record, history or experience of the contractor, individual or other business demolishing the building or structure.

(i) Manpower and equipment to be used in the demolition project.
(j) Presence of nearby buildings or other structures that are individual or contributing properties in a Historic District listed on the National Register of Historic Places, properties designated as Quincy local landmarks or contributing properties in a designated Quincy Local Historic District.

(7) **Revocation of waiver:** Regardless of the granting of a waiver for the requirement of the placement of a fire protection guard, if, in the opinion of the Quincy Fire Department and the Inspection Office, the circumstances have materially changed or other appropriate circumstances

exist, any such waiver may be revoked upon notice. In such event, the provisions relating to the placement of an on-site fire protection guard shall be implemented forthwith.

23.303 General requirements regarding on-site fire protection guard and demolition procedures ---

(1) **Consent to inspect:** The receipt and filing of an application for a demolition or salvage permit or the issuance of either permit shall be deemed to provide the necessary consent and authority for any member of the Quincy Fire Department and Inspection Office and other departments or other City of Quincy personnel, including members of the Quincy Preservation Commission, to inspect any building or structure subject to the demolition/salvage permit prior to or during the demolition or salvage process. In addition to other duties required of them, the Quincy Fire Department and the Inspection Office may inspect the building or structure during the demolition/salvage process to determine compliance with this ordinance.

(2) **Duty to secure building and site:** The contractor, individual or business granted the demolition or salvage permit shall have the duty and responsibility of securing the building and structure at night or at such other times when demolition is not in active progress or when demolition workers are not present on the site or when such workers cannot remain vigilant in safeguarding the building or structure from fire or other hazards. Securing the building or structure and site shall include, but shall not be limited to, covering up holes at the completion of each work day and securing doors, windows and other access points or otherwise preventing access to the building interior and, in addition to the fencing requirements under Section 3303 of Chapter 33 of the International Building Code (2000) demolition or salvage site shall be secured by construction of a cyclone-type fence of wood, metal or plastic construction around the perimeter of the demolition site as far back from the demolition site as is practicable, with vertical supports every 6 to 8 feet and horizontal supports adequate to maintain the fence in a rigid, upright fashion. All such fencing shall be a minimum height of 4 feet in height. The duty to secure the structure and site shall exist whether or not a waiver of the requirement of placement of a fire protection guard is granted.

(3) **Duty to protect others from injury during the demolition process:** During the active demolition or salvage process, appropriate measures shall be taken to prevent danger or injury to human life or to the public welfare. Adequate lighting, guard railings, temporary sidewalks and proper scaffolding and fencing shall be utilized so as to protect others from injury. Rubble causing dust so as to cause a nuisance shall be adequately sprinkled and the general work area shall be maintained and cleaned. Other actions may be required as are appropriate so as to protect the health, safety and welfare of others during the active demolition process. A minimum of two workmen shall be on the demolition site when heavy equipment is in use or, is otherwise operating. Heavy equipment at a demolition site shall contain proper back-up lights and signals and other appropriate safety features to protect others from injury.

(4) **Posting demolition/salvage site:** At least four (4) signs or more based on the size of the structure to be demolished shall be posted on the demolition site at all times. Such signs shall be at least 12" x 12" and state that the area is a demolition site that it is off limits to the general public, that an unsafe condition exists and that no trespassing is permitted.

(5) **Use of cutting torches and similar equipment:** When cutting torches or similar equipment are used in the demolition process, the contractor, individual or other business provided the demolition or salvage permit and any workers involved in the demolition/salvage process shall appropriately and adequately monitor the area where such torches and other similar

equipment issued for at least one (1) hour after such usage so as to insure that no fire exists or will develop in any wall or floor or other associated area. The use of cutting torches or similar equipment shall give rise to a duty to inspect and make safe the area where such equipment is being used.

(6) Placement of on-site fire protection guard: At least one (1) fire protection guard shall be on duty at the end of the demolition workday until work commences the next day. A fire protection guard shall be on site during the weekend, holidays and at any other time where no active work is in progress. Where appropriate, the Quincy Fire Department may order the placement of a fire protection guard regardless of the time or presence of workers on-site should it be necessary under the circumstances to prevent fire or where an immediate threat of arson exists

(7) Starting and completion of the demolition/salvage process: The start of the demolition or salvage process shall begin when permitted operations are initiated, or when all of the utilities are disconnected from the building or structure or are otherwise not in service, or a permit has been issued, whichever occurs first. Notwithstanding this provision, the Quincy Fire Department or the Inspection Office may in its discretion notify the demolition contractor, individual or other business that the demolition/salvage process has begun regardless of the removal of utility service. Utility service used to assist in demolition/salvage shall in no way delay the existence of the start of demolition or salvage. The completion of the demolition process shall exist when both the Quincy Fire Department and the Inspection Office sign off, in writing, that the process is completed.

(8) Stop order and revocation of demolition permit: The Inspection Office or the Quincy Fire Department may order the demolition or salvage of a building or structure to be delayed or stopped if any unsafe or health hazard condition exists or develops during the approved process or where any ordinance of the City of Quincy is deemed to have been violated. A demolition or salvage permit may be revoked for failure to comply with any ordinances or any such other applicable State or Federal statutes or regulations. In addition to any other remedies provided, where a stop order is issued or where a demolition permit is revoked, a new permit will be required containing appropriate terms and conditions and an additional fee as prescribed in section 29.1101(4) of this document will be required for such additional demolition or salvage permit.

(9) Extermination: Demolitions/salvages may be preceded by an inspection of the premises by the Minimum Housing Inspector to determine whether extermination procedures are necessary. If the premises are found to be infested by mice, rats or other vermin, appropriate extermination measures to prevent the spread of infestation to adjoining or other areas shall be carried out before, during and after demolition or salvage. Regardless of this inspection, it shall be required that appropriate removal procedures be implemented prior to the start of work to rid the building or structure of any infestation or vermin, including rats or mice, or other animals or insects of whatever type or kind.

(10) Completion of demolition projects: All demolition projects shall be completed within 30 days from the issuance of a demolition permit. At the time of issuance of a demolition permit, the Inspection Office may extend this time as is appropriate without an additional fee for such major demolition projects which by their nature can not be completed within 30 days. For all other projects, the Inspection Office may grant an extension for completion of a demolition project based on good cause and the paying of a permit extension fee in the amount of One Hundred Dollars (\$100.00).

(11) **Completion of salvage projects:** All salvage projects shall be completed within 90 days from the issuance of a salvage permit. The Inspection Office may grant an extension for completion of a demolition project based on good cause and the paying of a permit extension fee of Three Hundred Dollars (\$300) for each additional 30-day extension.

(12) **Duty to complete demolition or salvage site:** The job site is to be left at grade level, free and clear of any debris or building materials. The foundation shall be removed to six (6) inches below grade level. Materials which are not salvageable shall be disposed of in an approved, licensed landfill. If the property is to be used for a parking lot, it shall be paved with a hard surface such as oil and chip, asphalt or concrete within one (1) year of demolition completion. If the property is not to be used for a parking lot, it shall be graded and sowed with grass seed.

(13) **Incorporation of IBC:** Any such supplemental provisions of the International Building Code, or any applicable ordinances as amended and adopted for the City of Quincy are hereby incorporated in this Article and shall be observed during the demolition process.

23.304 Bond and insurance requirements --- Prior to the issuance of a demolition or salvage permit, any contractor, individual or business seeking a demolition/salvage permit, except the owner of a private residence seeking a permit to demolish his or her own residence or accessory structure, shall post and file with the Inspection Office evidence of security for the performance of the obligations and duties contained in this ordinance. Such security shall consist of a bond, certified cashier's check or an institutional letter of credit in the amount of not less than five thousand dollars (\$5,000.00) for residential demolition project and fifteen thousand dollars (\$15,000.00) for each commercial demolition project. Each salvage project shall require a bond, certified cashier's check or an institutional letter of credit in the amount of not less than ten thousand dollars (\$10,000.00) for residential salvage project and thirty thousand dollars (\$30,000.00) for each commercial salvage project. In addition to the above requirements and prior to the issuance of a demolition or salvage permit, any contractor, individual or business seeking a demolition or salvage permit shall maintain comprehensive general liability insurance and shall present and file proof of same with the Inspection Office by way of certificate of insurance.

23.305 Waiver --- The Building Official and Fire Chief or their designees may, after review of an application and on site inspection, waive part or all of the provision of this Article, except as they pertain to structures in a Historic District listed on the National Register of Historic Places, or designated a Quincy Local Landmarks or contributing properties in a designated Quincy Local Historic District, and residential dwellings and accessory structures not in a Historic District listed on the National Register but which have been identified in an historical architecture survey as contributing or significant historic structures.

23.306 Appeal process --- Any contractor, individual or other business who is aggrieved or affected by an order, ruling, decision or interpretation of the Quincy Fire Department or Inspection Department or other enforcing officer in any of the matters relative to the interpretation or enforcement of any provisions of this ordinance may appeal the order, ruling, decision or interpretation to the Building Commission established by and in accordance with Article XVII (Building Commission) of Chapter 11 (Boards and Commissions).

23.307 Penalty --- Any person, firm or corporation which violates any provision of this Article shall, in addition to such other relief as the law may afford, be subject to a maximum fine of one thousand dollars (\$1,000) for the first offense, one thousand six hundred dollars (\$1,600) for the second offense and two thousand dollars (\$2,000.00) for each subsequent offense. The maximum penalty for a single violation shall not exceed four thousand dollars (\$4,000.00). The City of Quincy may institute an appropriate civil action to recover any and all expenses or costs, including attorney's fees, incurred by the City in enforcing this Ordinance. All amounts recovered under this Section shall constitute a lien on real property at the subject demolition/salvage site.

23.308 Recovery of Cost--- The City of Quincy may institute an appropriate civil action to recover any and all expenses or costs, including attorney's fees, incurred by the city in responding to or correcting hazardous conditions [including but not limited to fire, building collapse, medical calls, law enforcement and installation of barriers] as a result of permit holder negligence and or non- conformance with any provision of this Article. All amounts recovered under this Section shall constitute a lien on real property at the subject demolition/salvage site

23.309 Obstruction of public right-of-way --- It shall be unlawful for any person, firm or corporation to cause, create or maintain any obstruction of any street, alley or sidewalk or other public way except as may be specifically authorized by this Article, other provision of the Municipal Code or by the City Council.

DEMOLITION PERMIT (Chapter 23, Article III)

DESCRIPTION: Demolition permits ensure that the Quincy Preservation Commission, Quincy Fire Department and the Inspection Office have reviewed a project that is scheduled for demolition in order to protect public interest, health, safety and welfare. After proper consideration by these parties the demolition may be undertaken.

APPLICATION: Demolition permit application forms and related materials are available at the Department of Planning and Development, Inspection Office located at 706 Maine Street, 3rd floor, City Hall Annex.

REQUIREMENT: A demolition permit is required before starting any demolition (residential, commercial or industrial.) The owner, agent, or demolition contractor is required to complete an application. A demolition permit is valid for 30 days. Salvage permits are also available, which allow 90 days for completion.

REVIEW OF APPLICATION: The Building Inspector and Fire Department will review the submitted applications for compliance with Section 23.301 of the municipal code. The review can usually be completed and the applicant notified within 3 to 5 working days of receipt of a completed application. However, if the project is located within a Historic District it is subject to a review by the Preservation Commission of up to 35 days.

PERMIT FEE SCHEDULE: The cost of a demolition permit is determined by Section 29.1101 of the Municipal Code of Quincy and is provided below:

Effective	Present
One and Two Family Residential	
Minimum fee for demolition: First story	\$95.00
each additional 10 feet	\$5.00
Accessory buildings (garages)	\$60.00
Salvage Permit (90 days)	\$325.00
Multi-family, Commercial or Industrial	
Minimum fee for demolition 0' - 10'	\$325.00
10' 1" - 20	\$50.00
each additional 10 feet	\$25.00
Salvage Permit (90 days)	\$500.00
Each additional 10'	\$100.00

INSPECTION SEQUENCE: The cost of an inspection is included in the demolition permit fee. All demolition inspections will be conducted in the following sequence:

1. Inspect site prior to issuing demolition permit
2. Inspect site during demolition (as needed)
3. Final inspection to ensure compliance with demolition ordinance
4. Return bond to demolition contractor.

FOR MORE INFORMATION, CONTACT :
Michael Seaver, Director of Inspection and Enforcement
City Hall Annex - 706 Maine Street
Quincy, Illinois 62301 / (217) 228 - 4540

