



# City of Quincy, Illinois

Office of Zoning and Inspection  
706 Maine Street, 3<sup>rd</sup> 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  
Required for Historic Districts Only
- Structural Engineer's Report  
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
----------------	------

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 trespass 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.



## City of Quincy, Illinois

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

# Application for Demolition Permit

## 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. 26<sup>th</sup> St. for signature.

---

**Gas – Ameren CIPS**  
320 S. 7<sup>th</sup> St.  
217-221-0844

---

**Electric – Ameren CIPS**  
320 S. 7<sup>th</sup> St.  
217-221-0844

---

**Comcast Cablevision**  
2930 State St.  
888-736-6695

---

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