



Village of Bull Valley Building Department
1904 Cherry Valley Rd, Bull Valley, IL 60098
815- 459 – 4833

GUIDELINES FOR DEMOLITION

Please submit one electronic PDF of the following documents by email to bullvalleyfiles@gmail.com. All documents listed below shall be submitted as one comprehensive submission. Incomplete submissions will not be accepted or reviewed. Documents will not be distributed for review until all listed items and bonds have been received. Lead time is 7-10 business days for the first review and each subsequent review. Additional plan reviews and inspections will incur additional fees.

SUBMIT PDF via EMAIL:

□ Building Permit Application – Demolition

- Village of Bull Valley Building Permit Application, fully completed and signed by the property owner (or authorized agent with written owner authorization).
- Clearly identify the scope as **demolition** (full or partial), and list all structures to be removed.
- Include property address, all Property Index Numbers (PINs), and contact information for owner and contractor(s).

□ Demolition Proposal / Contract

- Written proposal or contract from the demolition contractor describing the scope of work, including:
 - Structures to be demolished.
 - Whether foundations and slabs will be removed or left in place.
 - Extent of site clearing and restoration.
- Must be **signed by the property owner**.

□ Plat of Survey (Stamped by an Illinois Licensed Land Surveyor)

Provide a current, to-scale plat showing:

- Property boundaries, lot dimensions, easements, and rights-of-way
- All existing structures, including the building(s) to be demolished and those to remain.
- Any known wetlands, floodplain, ADID wetland buffers, drainage swales, or conservation easements on or adjacent to the site.

□ Demolition Site Plan

May be combined with the plat if it remains clear and legible. Must show:

- The specific building(s) or portions of buildings to be demolished.
- Location of any **temporary safety fencing**, construction fencing, and **silt fencing** or other erosion control measures.
- Construction access route for demolition equipment and trucks.
- Areas to be backfilled and final grades in relation to adjoining property and drainage paths.
- Areas to be stabilized with topsoil, seed, sod, or other restoration.

□ Stormwater / Grading and Erosion Control Information

If the demolition involves significant land disturbance or grade changes, provide:

- A basic grading and erosion control plan describing how runoff and sediment will be managed.
- Proposed final grading where foundations, slabs, or paved areas are removed.
Larger or more complex projects may require formal review under **Chapter 16 – Soil Erosion and Sediment Control** and **Chapter 25 – Storm Water Management Regulations**; the Building Official will advise if a separate stormwater permit is required.

Utility Disconnect Documentation

Provide written confirmation from each applicable utility that service has been properly terminated:

- **Electric** – disconnect confirmation from the electric utility and/or licensed electrician.
- **Gas / LP** – disconnect and capping confirmation from gas utility or LP provider.
- **Telephone / Cable / Internet** – as applicable.
No demolition may occur until all utilities are safely disconnected and secured.

Well and Septic Documentation (If Applicable)

If demolition involves a structure served by **private well and/or septic**:

- Provide documentation from the **McHenry County Department of Health** regarding required abandonment, sealing, or re-use of wells and septic systems.
- Show locations of wells and septic components on the site plan so separation distances to any remaining structures are clear.

Contractor Documentation

- Business license and contact information for all contractors involved in the demolition.

Asbestos / Hazardous Materials Compliance (If Applicable)

Demolition must comply with all applicable state and federal requirements regarding asbestos, lead paint, and other regulated materials. Where required:

- Provide any notices or approvals required by Illinois EPA, Illinois Department of Public Health, or other agencies.
- Identify how hazardous materials will be handled and disposed.

Additional Information as Requested

The Building Official may request additional information (e.g., photos, structural notes, haul routes, traffic control plans, or tree preservation measures) as needed to ensure compliance with Village ordinances.

All submittals must demonstrate compliance with **Chapter 14 – Building Ordinance**, **Chapter 11 – Zoning Ordinance**, **Chapter 16 – Soil Erosion and Sediment Control**, **Chapter 25 – Storm Water Management Regulations**, and other applicable sections of the Bull Valley Municipal Code.

IN-PERSON OR ONLINE PAYMENTS

Permit Fees

- Fees are based on the structure(s) being removed and the fee schedule in effect at the time of application. Contact the Building Department for current demolition permit fees.

Stormwater / Erosion Review Fees (If Required)

- Separate fees may apply if demolition triggers a formal stormwater or erosion control review under Chapter 16 or Chapter 25.

Cash Completion Bond / Escrow

- A **cash completion bond or escrow** may be required as a condition of permit issuance to ensure proper completion of demolition, backfilling, and site restoration, and to protect Village infrastructure (roads, ditches, etc.).
- Bonds/escrows are refunded after **final inspection approval** and a written request for bond release, subject to deductions for damage, incomplete restoration, or violations.

□ **Final Permit Fee**

- The final permit fee, including any additional inspection or review fees, will be calculated when the permit is ready for issuance and must be paid before the permit is released.

DEMOLITION AND SITE RESTORATION REQUIREMENTS

Demolition work must be carried out in a safe, orderly manner to protect neighboring properties, Village roads, and the environment. Key requirements include, but are not limited to:

- **Protection of Adjacent Properties and Public Ways**
 - Implement dust control, debris control, and safety measures to protect neighboring homes, rights-of-way, and any public utilities.
 - Secure the site with fencing or barricades as needed, especially where open excavations or foundations are exposed.
- **Removal of Debris**
 - All demolition debris must be removed from the site and disposed of at a properly licensed facility.
 - On-site burial of debris is not permitted unless specifically authorized in writing by all applicable agencies.
- **Foundations, Slabs, and Utilities**
 - Indicate whether foundations, basement walls, and floor slabs will be **removed** or **abandoned in place**.
 - Any remaining structure must be made safe and stable and may trigger ongoing zoning or building code requirements.
 - Abandoned utilities must be properly capped or removed in accordance with utility and health codes.
- **Backfill and Compaction**
 - Excavated areas and basements that are removed must be backfilled with suitable, compacted material to prevent settlement and ponding.
 - Final grades must match or transition smoothly to the surrounding land and must not create drainage problems on neighboring properties.
- **Erosion Control and Stabilization**
 - Install and maintain erosion and sediment control measures during demolition and backfilling.
 - Upon completion, spread topsoil, seed, and mulch (or sod) to stabilize disturbed areas and prevent erosion.
- **Tree Preservation and Natural Areas**
 - Demolition and site work must respect any tree preservation, wetland, or conservation requirements imposed by the Village code or prior subdivision approvals.
 - Damage to preserved trees or encroachment into designated protected areas may require corrective action or penalties.

BUILDING DEPARTMENT REQUIREMENTS

□ **JULIE Utility Locates**

- Contact **JULIE before you dig** for any excavation associated with the project by dialing **811** or **1-800-892-0123**.

□ **Inspections**

Typical inspections for demolition may include:

- **Pre-Demolition Inspection** – to verify utility disconnects, fencing, and erosion control measures are in place.
- **Backfill / Restoration Inspection** – to verify proper removal of structures, backfilling, compaction, and basic grading.
- **Final Inspection** – to confirm site restoration, stabilization, and removal of debris and temporary measures.

Inspection requirements will be listed on the permit or otherwise provided by the Building Department.

- All inspections must be scheduled **no later than the prior business day**.
- Inspections are scheduled **directly through B&F Construction Code Services, not through Village Hall**.
 - Inspection Scheduling Phone: **847-428-7010**.

Work may not proceed to the next stage until required inspections have been approved.

PERMIT TERM, EXPIRATION & CHANGES

Completion Deadline – Demolition

- Demolition permits are time-limited to encourage prompt completion and restoration of the site.
- The permit card or approval letter will state the exact expiration date and completion deadline based on the Village's building ordinance.
- Failure to complete demolition and site restoration by the expiration date, without an approved extension, may result in termination of the permit and forfeiture of applicable bonds or escrows.

BUILDING DEPARTMENT REQUIREMENTS

- All inspections are scheduled the prior business day and are scheduled directly through B&F, NOT THE VILLAGE HALL. The phone number is 847-428-7010.
- Permit Expires in 2 months
 - A maximum of two permit extensions may be granted for half of the original time at ½ of the original fee, and only if applied for prior to the expiration of the original permit.
 - Permits that expire without all inspections and work completed are closed and not refundable
- Any changes to the plans require resubmittal and review. Additional reviews and/or inspections shall incur additional fees.

Road Permit information regarding Village Weight Limit

- Road permits are required for **any vehicles exceeding 16,000 lbs. by registration**, traveling within the Bull Valley jurisdiction on its municipal streets/roads.
- The objective is to manage overweight **vehicle traffic routes**. Providing the safest and shortest routes for vehicles that enter or exit the Village, to and from State and County thoroughfares
- Our 3rd party service (**oxcartpermits.com**) offers several categories for overweight traffic: One Round Trip, Multiple Trips, Seasonal Home Service, Agricultural Commodities, and **Construction Projects**.

BUILDING CODES

- The 2024 International Building Code

- The 2024 International Residential Code
- The 2024 International Mechanical Code
- The 2024 International Fire Code
- The 2024 International Existing Building Code
- The 2024 International Property Maintenance Code
- The 2023 National Electrical Code
- 2024 Illinois Energy Conservation Code
- The Illinois State Plumbing Code, current edition
- The Illinois Accessibility Code, current edition