



# Procedure and Contacts for the Entire Demolition of a Structure

Note: As of January 1, 2001, all demolition permits shall require **proof of notification to the Illinois Environmental Protection Agency (IEPA)**, regardless of the type of structure. A file stamped copy from the IEPA will be kept with the permit file. Before the department will accept a demolition permit application, **written verification of the disconnection of utility services** is required.

## COMPLETE THE FOLLOWING STEPS:

STEP

### 1 DISCONNECT UTILITY SERVICES

#### Ameren Illinois

#### Construction & Engineering Team

888.659.4540

illinoisconstruction@ameren.com

www.buildwithameren.com

#### City Water, Light and Power

First Service Desk

Municipal Center West, Room 101

Springfield, IL 62701

217.789.2055 Ext. 2720

#### Public Works Sewer Disconnect Application

300 S. 7th Street, Room 203

Springfield, IL 62701

217.789.2255

STEP

### 2 NOTIFY THE IEPA

#### Illinois Environmental Protection Agency

#### Bureau of Air

1340 N. 9th Street

Springfield, IL 62794-9276

217.782.7326

STEP

### 3 CONTACT JULIE WITH UTILITY LOCATING REQUEST

#### Joint Utility Locating Information for Excavation Outside of Foundation Walls

811 or 800.892.0123

STEP

### 4 PROVIDE THE WRITTEN VERIFICATION OF THE DISCONNECTION OF UTILITY SERVICES TO:

#### City of Springfield Office of Public Works

#### Department of Building & Zoning

300 S. 7th Street, Room 304

Springfield, IL 62701

217.789.2171

STEP

### 5 APPLY FOR DEMOLITION PERMIT AND PAY PERMIT FEE

#### City of Springfield Office of Public Works

#### Department of Building & Zoning

STEP

### 6 REQUEST INSPECTION

#### City of Springfield Office of Public Works

#### Department of Building & Zoning

*Required inspection of a cleaned basement cavity or final grade scheduled prior to 8:15a will be inspected that afternoon (12:00p-4:00p). Any request prior to 3:15p will be made the following morning (8:00a-11:59a). All demolition debris shall have been removed from the property at the time of the inspection, and any basement floor shall be broken into sections no larger than 4'x4'. A sewer cap location inspection shall be scheduled by calling 217.789.2255.*