



## BUILDING AND ZONING DEPARTMENT CITY OF SPRINGFIELD, ILLINOIS

### Procedures for Entire Demolition of a Structure

Be advised, as of January 1, 2001, all Demolition Permits shall require "Proof of notification to the Illinois Environmental Protection Agency", regardless of the type of structure. A file stamped copy from the Illinois Environmental Protection Agency (I.E.P.A.) will be kept with the permit file.

For your convenience, follow the guidelines listed below for a "Demolition Permit";

#### 1. Contact the I.E.P.A.:

Illinois Environmental Protection Agency  
Acting Chief-Bureau of Air, Ron Robean  
1340 N. 9<sup>th</sup> Street  
Springfield, IL 62794-9276  
Phone: 217-524-0229

#### 2. Contact Ameren Illinois

##### Construction & Eng. Team for gas disconnect:

825 N. MacArthur Blvd.  
Springfield, IL 62702  
Phone: 1-888-659-4540  
Fax: 1-217-424-6758  
Email: [IllinoisConstruction@ameren.com](mailto:IllinoisConstruction@ameren.com)  
Online: [www.BuildWithAmeren.Com](http://www.BuildWithAmeren.Com)

#### 3. Contact CWLP for electrical and water disconnects:

First Service Desk  
Municipal Center West, Room 101  
Springfield IL 62701  
Phone: 217-789-2055 Ext. 2720

#### 4. J.U.L.I.E.

Utility Locate Free Service  
1-800-892-0123 or 811

#### 5. Contact Public Works for sewer disconnect:

Joanne  
Public Works  
Municipal Center West  
Room 201  
Springfield IL 62701  
Phone: 217-789-2260

#### 6. Apply for Permit

Dept. of Building & Zoning  
Springfield IL 62701  
Phone: 217-789-2171

#### 7. Request Inspection

Dept. of Building & Zoning  
Municipal Center West, Room 304  
Springfield IL 62701  
Phone: 217-789-2171

Two inspections will be required:  
A cavity inspection and a final grade inspection.

Required inspection of a cleaned basement cavity or final grade scheduled prior to 8:15 a.m. will be inspected that afternoon (12:00 p.m. – 4:00 p.m.); any request prior to 3:15 p.m. will be made the following morning (8:00 a.m. – 11:59 a.m.). **All demolition debris shall have been removed from the property by the time of the cavity inspection.**

Properties that are on the historic sites list are subject to a delay of at least 60 days before the demolition permit can be issued.

Demolition permit applications for properties that are occupancy prohibited will only be valid for 7 days and work must begin within 3 days.

If the address on the permit application is on Code Enforcement's Demo List it must first be approved by Code Enforcement before any work can commence.

If you are a private contractor applying for a city demo, you must wait until the application is approved by the Demolition Manager before you can begin work.

Written verification of the disconnection of utility services is required before the Department will accept a Demolition Permit Application. If you have any questions, contact the Building and Zoning Department at 217-789-2171.  
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