



General Information

- The site must be fenced with a six-foot (6') high chain link fence, which should also be shown on the plat of survey. The fence shall be secured daily against unauthorized entry prior to beginning any demolition work.
- A silt fence and tree protection shall be in place if required by the Village Engineer.
- All debris and dirt shall be removed in a safe manner, and Village streets are required to be "broom clean" at the end of each day.
- All hazardous materials and contaminants shall be identified and removed per the specifications of the IEPA.
- Commercial and industrial buildings shall provide a report to the Development and Engineering Services Department indicating any required remediation work has been completed.
- Other permits for demolition may be required from other governmental agencies.

Disconnection of All Utilities

- Water – Remove water service to the Village main.
- Sanitary Sewer – Remove sewer service to the Village main.
- Gas – Disconnect in a fashion which meets the standard of termination of the service utility company.
- Electrical – Disconnect in a fashion which meets the standard of termination of the service utility company. This may require an authorized work order from the utility company.
 - o **Note:** The Village electrical inspector MUST approve the disconnection prior to start of demolition work.

Building Permit Application *Electronic copies preferred.*

Please visit us.cloudpermit.com to create an account in order to submit your application through the Village's permitting portal. You will be prompted to submit the below information when selecting your specific application type:

1. A completed Building Permit Application with all contractors listed.
 - A contractor must have a current license before the Village will release a permit.
 - The Village does not require homeowners to have a contractor's license in order to demolish, rehabilitate, alter or repair their own home or property.
2. A current plat of survey of the property.
3. A picture of the structure being demolished.
4. A copy of the contract, if available.



Permit Fee, Review & Inspections

Permit fee is based on type of structure being demolished and inspections that will be required. Cost will be provided to the applicant prior to issuance of permit. Permits and contractor registration can be paid for online through Cloudpermit.

A list of all required inspections will be listed upon issuance of permit. Please review inspection list prior to requesting an inspection on Cloudpermit or calling to schedule an inspection. Other requirements may be needed based on the site conditions. Please contact the Village of Roselle Development and Engineering Services Department for any additional considerations and requests at (630) 671-2821.

After Approval & During Construction

No work can begin until the permit has been issued and paid.

Homeowners or contractors should display the permit card onsite. Inspections can be scheduled on Cloudpermit at least twenty-four (24) hours in advance or can be made by calling (630) 671-2821. The Department is open at the following times:

Monday, Tuesday, Thursday, Friday	8:30 AM – 5:00 PM
Wednesday	8:30 AM – 1:00 PM

Development & Engineering Services Department Staff is available for assistance by visiting Village Hall at 31 S. Prospect Street, by calling (630) 671-2821, or by emailing buildingdepartment@roselle.il.us.

VILLAGE CODES

International Building Code, 2024
International Residential Code, 2024
Illinois Plumbing Code, 2024
National Electric Code, 2023
NFPA 101 Life Safety Code, 2024
International Mechanical Code, 2024
International Fire Code, 2024

International Existing Building Code, 2024
International Swimming Pool & Spa Code, 2024
Illinois Accessibility Code, 2024
International Plumbing Code, 2024
International Energy Conservation Code, 2024
International Property Maintenance Code, 2024
International Fuel and Gas Code, 2024

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