



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | [info@villageofglencoe.org](mailto:info@villageofglencoe.org) | Follow Us: @VGlencoe

Last Updated: January 3, 2024

[www.villageofglencoe.org](http://www.villageofglencoe.org)

### Instructions for Demolition Permit

1. **The review of your Demolition Permit Application will indicate if the home is of architectural or historical interest, or if it has a landmark status.** If the home is of architectural or historical interest, a member of our Historic Preservation Commission may contact you to dissuade you from your plans. If it has honorary or certified status, you will need to review our Historic Preservation Ordinance on procedures.
2. **Only the legal owner of the property can complete the attached application;** although a demolition permit application is transferable to a new owner.
3. **With the application you must submit high quality digital photos** of the front, each side and the rear of the existing house and all other structures.
4. **Once the digital photos and a complete Demolition Permit Application have been received, Village Staff will compile a list of neighbors to be notified.** Village Staff will then mail out the neighbor notification letters which will include a copy of your Demolition Permit Application, a cover letter from the Village, and a list of neighbors notified. **Once these letters have been mailed out, the minimum 60-day (or 180-day for locally honorary landmark) waiting period will begin.**
5. **Demolition permits cannot be issued until the plans for new construction have been approved.** If a Building Permit Application for new construction has not been submitted to the Village within 6 months of the Demolition Permit Application, the Village may require an additional 60-day (or 180-day) waiting period to re-send neighbor notification letters.
6. **Please submit your Demolition Permit Application, including digital photos, to [permits@villageofglencoe.org](mailto:permits@villageofglencoe.org)** where you should receive an auto-reply to confirm receipt.



## Demolition Permit Application

Print type or legibly print all responses. All fields must be completed unless not applicable.

Date of Application \_\_\_\_\_

Property Address \_\_\_\_\_

Property Index Number (PIN) \_\_\_\_\_

Legal Name of Owner \_\_\_\_\_

Owner Contact Person \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Telephone \_\_\_\_\_

Legal Name of Purchaser (per contract) \_\_\_\_\_

Purchaser Contact Person \_\_\_\_\_

Purchaser's Telephone \_\_\_\_\_

Demolition Contractor \_\_\_\_\_

Demolition Contractor Address \_\_\_\_\_

Demolition Contractor Telephone \_\_\_\_\_

Cost of Demolition \$ \_\_\_\_\_

If property is currently under contract for sale, the application form must be signed by both Owner and Purchaser.

SIGNATURES:

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PURCHASER (if applicable)

**Earliest Possible Demolition Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **(Staff Use Only)**

**If either Owner or Purchaser of the property is not an individual, provide the following:**  
**CORPORATION:**

Provide name and contact information (address, telephone and email) for president or other officer of corporation authorized to execute legal documents on behalf of corporation.

**LLC:**

Provide name and contact information (address, telephone, and email) for manager or managing member.

**PARTNERSHIP, LIMITED PARTNERSHIP, LLP:**

Provide name and contact information (address, telephone, and email) for partner authorized to execute legal documents on behalf of partnership

**TRUST:**

Provide name and contact information (address, telephone, and email) for beneficiaries of trust.

Please mail or deliver this form with any supporting material to:

Public Works Department  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022  
Phone: (847) 835-4111 | E-mail: [permits@villageofglencoe.org](mailto:permits@villageofglencoe.org)