



# Naperville

## Tear Down Construction Site Regulations Acknowledgement

(Naperville Municipal Code, Sections 5-2B-8 & 6-14-4)

**Fencing** – A six foot (6') chain link fence is required on all tear down construction sites. The fence shall be in place prior to any work commencing on the property and must remain in place until such time as the structure has been completely secured. This fence shall NOT extend past the property lines of the property it is intended or be placed in the public right-of-way. The fence must be maintained in good condition and locked (no openings in the fence) when no one is on the site. Fences shall NOT be removed until an inspection is conducted and removal is approved by the City of Naperville. An inspection can be scheduled by calling 420-6082.

**Portable Toilet / Hand Sanitation Facilities** – A portable toilet shall be placed on all tear down construction sites prior to any work commencing on the property. The portable toilet is not required during the demolition activity but must be in place before any other work commences. The portable toilet must be placed no closer than five feet (5') from any property line and shall not be placed in the public right-of-way (sidewalk or parkway). We strongly recommend that it be placed within the confines of the construction fence to minimize the possibility of vandalism. The toilet must also be serviced on a regular basis and maintained in a clean condition. *Please be considerate of neighbors when placing the toilet on the site!* Hand sanitizing facilities must be provided in the portable toilet. A bottle of waterless, anti-bacterial hand sanitizer is acceptable for this requirement.

**Site Cleanliness** – All construction debris and litter shall be contained in a roll-off type dumpster. The property shall be cleaned up at the end of each workday. In addition, if mud, dirt or debris is in the street, it shall be removed to prevent it from being tracked down the street. If the mud/dirt on the street is excessive, it shall be cleaned immediately. Sidewalks must also be kept clear of snow and ice.

**Silt Fence** – A silt fence must be properly installed where it is required as indicated on the approved detailed grading plan. No work, construction or demolition, shall commence until the silt fence is properly in place. The silt fence must be trenched in between 4 – 6 inches deep and must be maintained in good condition throughout the project until such time as turf is established on the lot.

**Construction Hours** – All construction related work, which includes all exterior work, interior work, deliveries, maintenance and clean-up, is limited to Monday through Friday from 7 AM to 7 PM and Saturdays from 8 AM to 4 PM. **Absolutely no work is allowed on Sundays and holidays.** Large vehicles, such as concrete trucks and "bombers", should be discouraged from arriving on site prior to 8 AM and unreasonably stacking numerous vehicles down the street idling loudly & blocking drive-ways.

**Signage** – All tear down construction sites shall have a sign posted on the site. Signs must be purchased from the City of Naperville. The sign must be clearly visible from the street and maintained in good condition with ALL relevant information on the sign in permanent marker. If the writing fades or comes off due to weather, it must be replaced and readable at ALL times. The contact person, who's number is listed on the sign, accessible 24 hours a day. *The sign must be displayed until the project has passed its final inspection.*

**Construction Traffic Management** – Prior to a permit being issued, you must submit a plan as to where your construction related vehicles (which includes all workers vehicles) will park. This plan must be approved by the City of Naperville and a copy of the approved plan must accompany your letters to the neighbors informing them of the demolition. A copy of the approved plan must also be posted on the construction site as well. It is important that all persons working at the site are aware of these regulations and abide by them at all times. Again, it is imperative that you monitor your job sites on a regular basis to ensure that parking regulations and the submitted plan are being adhered to.

**Dust Control** – ALL demolitions must be watered down to control the dust. The use of a wet saw, or similar means, must be used for all cutting that creates an excessive amount of dust, such as concrete, cement, stone and brick.

**Construction Site Manager** – A responsible person representing the builder/contractor must be available to respond to their construction site within two hours of being requested by city staff.

**Notifications to Sub-Contractors and Vendors** – Builders and/or contractors must furnish all sub-contractors and vendors, who will be conducting business on a tear down construction site under their control, a list of all rules and regulations. City staff will make every attempt to address violations with sub-contractors and vendors responsible for violations, however as the builder/contractor, you are ultimately responsible for all activity and the actions of everyone working on your construction site.

*(A suggested letter is attached for your convenience)*

**Street and/or Sidewalk Restoration** – In the event that a street or sidewalk needs to be excavated in relation to your construction site, the street and/or sidewalk must be repaired with a hard surface within twenty-four (24) hours from the time the excavation begins. Gravel and stone shall not be used for this purpose. In lieu of a permanent repair, a temporary repair, such as a cold patch, may be installed. Whichever repair is utilized, the repair must be safe and not create any potentially dangerous conditions.

**Fire Dept. Training** – The Naperville Fire Dept. has a program where owners of future tear down houses can allow the Fire Dept. to utilize their vacant houses to conduct training exercises. Although burning the house is not a part of this training, they do quite a lot of damage to the structures. To minimize the negative impact on neighborhoods as a result of this training, it should only be done after the construction fence has been erected and it is done no longer than one week prior to the scheduled demolition of the house. Contact the Training Bureau Chief at 420-4099 for further details about this program.

The summary regulations, as described above, are provided to all builders/contractors indicated on building permits for construction and/or demolition projects in established neighborhoods, where the construction and/or demolition activity will have a significant impact on the neighborhood and adjacent roadways. It is important that all construction and/or demolition projects fully comply with these regulations at all times. All violations will be addressed with appropriate code enforcement action.

By Signature, the undersigned acknowledges receipt of this information and assumes full responsibility.

Project Address: \_\_\_\_\_ Permit No: \_\_\_\_\_

Applicant Name (print): \_\_\_\_\_ DOB: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_