
City of Chicago

Apply for a Demolition Permit

User Guide [Ver. 1.0]



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This guide provides step-by-step instructions for completing an Ordinary Demolition or Complex Demolition Permit application on the City of Chicago's website.	
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Purpose

This guide provides step-by-step instructions for completing Demolition Permit application on the City of Chicago's Inspection, Permitting & Licensing (IPL) Portal

Scenario

A City of Chicago licensed **General Contractor** or **Expediter** can apply for a **Demolition Permit** through the City of Chicago's Inspection, Permitting & Licensing (IPL) Portal

Once submitted, the application is reviewed by the **Department of Buildings (DOB)**. During the review process, required documents are validated, all applicable reviews must be approved, and the contractor must acknowledge their participation electronically as applicant or via the (e-Acceptance) process.

After all requirements have been satisfied, any applicable fees are assessed and can be paid through the web portal.

Once the **Demolition Permit Certificate** is issued, the applicant can download and print the certificate directly from their IPL portal account.

Apply for a Demolition Permit

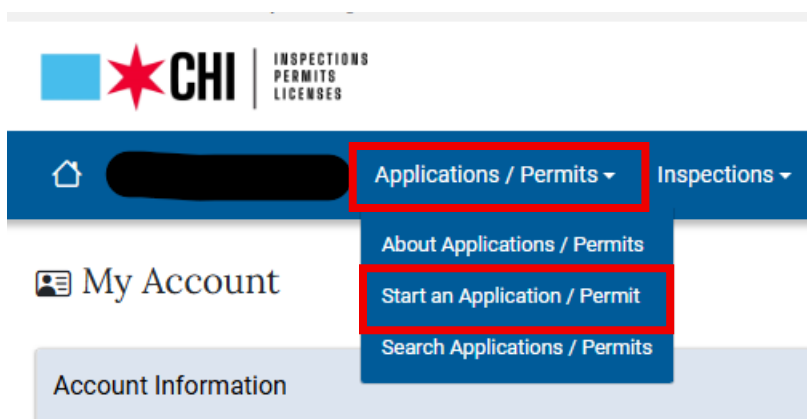
Start the Demolition Permit application in the web portal at ipi.cityofchicago.org

1. Logging in to the web portal as an applicant associated with a valid City of Chicago General Contractor license type A, B, C, or D. or Expediter's license



The screenshot shows the homepage of the City of Chicago's Inspection, Permitting, and Licensing Portal (IPI). At the top, there is a header with the City of Chicago logo (a blue square and a red star) and the text "CHI | INSPECTIONS PERMITS LICENSES". Below the header is a large banner image of the Chicago skyline with the text "Inspection, Permitting & Licensing Portal" overlaid. Under the banner, a welcome message reads: "Welcome to the City of Chicago's Inspections, Permitting, and Licensing Portal. Using this and related processes and services, including 811 notifications. A list of departments, proc information, is listed below. Please sign in to get started." Below the welcome message, there are two main sections. On the left, a "Sign In" box contains fields for "Username" and "Password" (with a toggle icon), and a "Sign In" button. On the right, a "Using This Portal" section lists links for "811 Chicago", "Department of Buildings (AIC)", and "Department of Buildings (DOB)".

2. To create the application, the applicant will select the **Application / Permits** drop-down found at the top of the page, select **Start an Application / Permit**



3. Select the **Demolition Permit** application type.

Start an Application / Permit

Type a keyword to filter the list of application/permit type

**Department of Buildings**

Demolition Permit

Apply for a demolition permit from the Department of Buildings (DOB). A demolition permit is required to demolish an entire building or structure, to demolish substantially all of the above-grade portion of a building or structure, or to alter an existing building and permanently reduce its building area, with limited exceptions. Use DOB's [Guide to Building Permits](#) to select the correct permit application type for your project.

Get started

General Information detail page

4. Click **Get Started**, On the General Information page, enter the Estimated Cost of demolition with the option to add project name, select **Next Step**
 - For Demolition Permit, the user can enter estimated cost (this is required), enter a project name (this is not required)
 - Once the user is ready to continue, they can click on the next step button.

DOB Demolition Permit

Provide the estimated cost for this project.
**Required Information*

General Information

Estimated Cost

\$ 20,002 *

Project Name

artest

Previous Step

Next Step

- ❖ **Note:** If the applicant enters a Project Name, they will be able to search for the permit by the Project Name on their dashboard.

Terms and Conditions

5. The Demolition Permit Terms and Conditions must be reviewed and accepted before proceeding. Check 'I Accept' and click '**Next Step**'

DOB Demolition Permit

In order to continue, you must accept the terms and conditions below.
**Required Information*

Terms and Conditions

Demolition Permit Terms and Conditions

By applying for a demolition (wrecking) permit, you agree to the terms and conditions applicable to this type of permit.

Please review the [Demolition \(Wrecking\) Permit Terms and Conditions](#) before continuing with this permit application.

☐ I Accept *

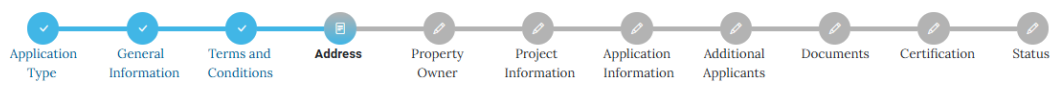
Previous Step

Next Step

Address detail page

6. In the Street Address Field, enter the address of the building to be demolished
7. Use the Cook County Assessor website to locate and copy the **Property Index Number (PIN)**.
8. Paste and validate the PIN in the application. Click **'Next Step'**

DOB Demolition Permit



Enter the address and real estate PIN for the building to be worked on
**Required Information*

Street Address *

Number	Direction	Street Name	Suffix
--------	-----------	-------------	--------

PIN (Property Index Number)

i Illinois law requires you to identify all Property Index Numbers (PINs) affected by this building permit application. For work that only affects the common areas of a condominium property (not individual units), replace the last 4 digits of an individual unit PIN number with zeros.

If you don't know the property PIN, go to the [Cook County Assessor website here](#). Search for the PIN, copy it, return to this page and paste it in the field below.

PIN Schedule Details

PIN Detail *

PIN (##-##-##-##-##-##)

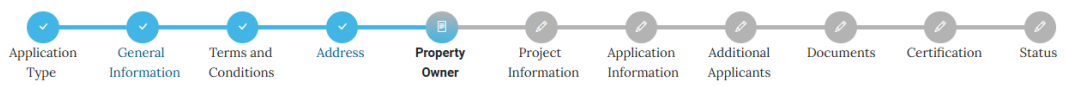
+ Add PIN

Previous Step **Next Step**

Property Owner

9. On the Property Owner step, add the Property Owner (required) Select the Add Property Owner button. This will bring up a pop-up screen allowing the applicant to search for the Property Owner by name.

DOB Demolition Permit
(Application Number - B200455469)



Identify the property owner that is applying for this permit. The applicant must be the owner of the property (real estate) where work will be performed to apply for a building permit.

**Required Information*

Property Owner *

If you are eligible, and wish to be listed as Property Owner, click the Add button to add the Property Owner.

Add Property Owner

Previous StepNext Step

Enter a name to search by and then click on the **Search** button.

Search For Property Owner



Search for the contact you would like to add. If you don't find your desired contact you will be able to add a new contact.

Search by Name

Infor Team Dupe

*

Close

Search

When you identify the property owner for the demolition permit, verify contact details are accurate, click on the **Select** button to continue with your application

Contact

Infor Team Dupe

Phone - (312)***-2450

Email -

l*****@cityofchicagopermits

.com

CHICAGO IL 60602

Select

The Property Owner will be added to your application.

In the example that your property owner's contact record is not correct or is not found. Select "**Add New Contact**" to Enter a New Property Owner contact record.

Select Property Owner

×

Search for the contact you would like to add. If you don't find your desired contact you will be able to add a new contact.

i

No results matched your query.

Close

Search Again

Add New Contact

Complete all required fields marked by the asterik(*) and select '**Save New Contact**' to add the new contact record to the application.

Enter New Property Owner

×

Search for the contact you would like to add. If you don't find your desired contact you will be able to add a new contact.

This Is

▼

*

First Name

*

Last Name

*

Country

▼

*

Primary Phone

*

Email

*

Address Line 1

*

Address Line 2

City

*

State

*

Zip Code

*

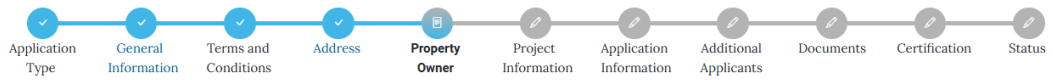
Close

Search Again

Back

Save New Contact

DOB Demolition Permit
(Application Number - B200455469)



Identify the property owner that is applying for this permit. The applicant must be the owner of the property (real estate) where work will be performed to apply for a building permit.

**Required Information*

Property Owner *

Name	Action
Infor Team Dupe (312)***-2450 j*****@cityofchicagopermits.com 77 W WASHINGTON ST Floor 13, Apt./Suite 1307 CHICAGO IL 60602	<button>Remove</button>

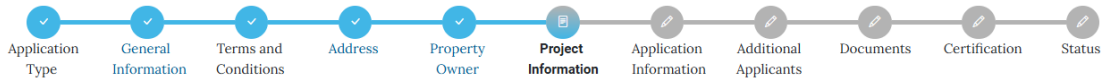
Add Property Owner

Previous Step **Next Step**

Once the Property Owner is added, select **Next Step**.

Project Information Detail Page

10. The Project Information Detail step allows for a secondary address to be entered, this address will not print on the permit certificate, You may add a secondary address by answering 'Yes' to Has secondary address? (5-75 characters allowed). Select "**Next Step**" to continue.



Provide basic project information using the fields below.

**Required Information*

Demolition Secondary Address Details Page

Has secondary address ? ☒ Yes ☐ No

Secondary Address

Save for Later Previous Step **Next Step**

Application Information

11. The permit application number is generated, and the application progresses to Application Information.

12. Proceed to Application Information and answer questions related to emergency contact details, what will be demolished, fire damage, foundation, description of work, demolition method, and location of work.

Add Emergency Contact Information by entering required Name and Phone number fields and click 'Add Emergency Contact Information'

Add Emergency Contact Information

Is Primary? ☒ Yes ☐ No

Name *

Phone *

E-Mail

Additional Information

Cancel Add Emergency Contact Information

Add Demolition Standard Details by answering the following

- What is being demolished? (e.g., entire building, non-building structure, part of building)
- Demolition method (wrecking ball usage, explosives)
- Location on lot (with prioritized dropdown for common options like Front, Rear)
- Proximity to other structures or property lines
- Ownership type (government entity or not)

Description fields have a minimum character count, and conditional questions display based on the applicant's answers. If **Other** is selected for location of work, an additional description can be entered.

[+ Add Emergency Contact Information](#)

Demolition Standard Details

Basic Information
What will be demolished? Entire Building

Scope
Work to address fire damage? ☐ Yes ☒ No
Work includes a foundation or similar below-grade structure? ☐ Yes ☒ No
Describe the scope of work
Jettstarted
12 of 100 characters.

Demolition Method
Describe the method of demolition
Jettstarted
12 of 50 characters.
Will a wrecking ball or similar equipment be used? ☒ Yes ☐ No
Will explosives be used? ☒ Yes ☐ No

Location of Work
Location of work on lot: Front
Demolition of structure located on, over, or below public street, alley, or sidewalk? Completely
Is the building or structure to be demolished attached to a building or structure that will remain? ☒ Yes ☐ No
Is the building or structure to be demolished less than 1 foot horizontally from a building or structure that will remain? ☒ Yes ☐ No
Is the building or structure to be demolished less than 1 foot horizontally from a property line? ☒ Yes ☐ No

Building Information
Occupancy Group(s)
Occupancy group(s)
Institutional [Edit](#) [Delete](#)
[+ Add Occupancy Group\(s\)](#)
Building height: 30 feet or less
Number of stories above grade: 1
Number of residential units: 1
Number of non-residential units: 0
Includes demolition of residential private garage (garage for 5 or fewer vehicles)? ☒ Yes ☐ No

Special Conditions
Does demolition involve a building or structure with more than one basement or below-ground level? ☒ Yes ☐ No
Does demolition involve a building or structure with foundations more than 12 feet below ground level? ☒ Yes ☐ No
Does the footprint of the building or structure to be demolished, measured at ground level, exceed 10,000 square feet? ☒ Yes ☐ No

Ownership and Financing
Is this part of a condominium association? ☐ Yes ☒ No
Is the property owned by a government entity or is the work being funded by a government entity? ☐ Yes ☒ No

[Save for Later](#) [Previous Step](#) [Next Step](#)

Additional Applicants

13. After the Demolition Standard Details section has been completed, and the Next Step button has been selected, the application will progress, allowing you to add Additional Applicants.
14. Proceed to Additional Applicants and add the General Contractor. For complex demolitions, you will be required to add a Registered Design Professional. This is the Illinois Registered Design Professional that completed and signed the Excavation Form (402) and prepared the Structural Condition Report.



Please enter the additional applicants information below.

**Required Information*

General Contractor *

Click the 'Add General Contractor' button to add a licensed general contractor to this application.

Add ALSAFFAWI CONSTRUCTION LLC

Add General Contractor

Registered Design Professional *

Click the 'Add Registered Design Professional' button to add an Illinois-licensed architect or structural engineer to this application. If this type of license is associated with your online account, an 'Add Me' button will display.

Add Registered Design Professional

Other Construction Subcontractor

Click the 'Add Other Construction Subcontractor' button to add a type of subcontractor that does not require a City of Chicago trade contractor license, such as an HVAC subcontractor, to this application. This is only required if that subcontractor will be responsible for scheduling permit inspections.

Add ALSAFFAWI CONSTRUCTION LLC

Add Other Construction Subcontractor

Save for Later

Previous Step

Next Step

Enter a name to search by and then click on the **Search** button.

Search For General Contractor



Search for the contact you would like to add. If you don't find your desired contact you will be able to add a new contact.

Search by Name / License
Number

ACCEND CONSTRUCTION LLC



Close

Search

The general contractor must have an active license status with valid insurance on file and display in green (licenses displayed in red are inactive; you may have to search by license number if more than one record exists.). Click on the select button to add the general contractor to the application.

Select General Contractor



Search for the contact you would like to add. If you don't find your desired contact you will be able to add a new contact.

Contact	Requirement	Status
ACCEND CONSTRUCTION LLC Phone - (312)***-7598 Email - a*****@skylineconstructi on.build CHICAGO IL 60601	Licensing	Valid Licensing (1/1/2025 - 12/4/2026)
GENCON-A ALL PROJECTS - NO RESTRICTIONS - TGC106426 - 04-DEC-26		

Select

Next add the Registered Design Professional to the application.

- ❖ **Note:** Only one General Contractor per application is permitted
- ❖ The Registered Design Professional is required on all Complex applications

Enter a name to search by and then click on the **Search** button.

Search For Registered Design Professional

Search for the contact you would like to add. If you don't find your desired contact you will be able to add a new contact.

Search by Name / License Number

Close Search

The registered design professional must have an active license status and will display in green (licenses displayed in red are inactive; you may have to search by license number if more than one record exists.). When you find the registered design professional, click on the **Select** button.

Select Registered Design Professional

Search for the contact you would like to add. If you don't find your desired contact you will be able to add a new contact.

Contact	Requirement	Status
GREGORY J MOON BARRINGTON IL 60010	Licensing	Valid Licensing (1/1/2025 - 11/30/2026)
Architect - 001012595 - 30- NOV-26		

Select

Click **Next Step**

General Contractor *

Name	Requirement	Status	Action
ACCEND CONSTRUCTION LLC Phone-(312)***-7598 Email-a*****@skylineconstruction.build CHICAGO IL 60601 GENCON-A ALL PROJECTS - NO RESTRICTIONS - TGC106426 - 04-DEC-26	Licensing	Valid Licensing (1/1/2025 - 12/4/2026)	Remove

Registered Design Professional *

Name	Requirement	Status	Action
GREGORY J MOON BARRINGTON IL 60010 Architect - 001012595 - 30-NOV-26	Licensing	Valid Licensing (1/1/2025 - 11/30/2026)	Remove

Add Registered Design Professional

Other Construction Subcontractor

Click the 'Add Other Construction Subcontractor' button to add a type of subcontractor that does not require a City of Chicago trade contractor license, such as an HVAC subcontractor, to this application. This is only required if that subcontractor will be responsible for scheduling permit inspections.

Add ALSAFAWI CONSTRUCTION LLCAdd Other Construction Subcontractor

Save for LaterPrevious StepNext Step

❖ **Note: More than one registered design professional may be added to the application**

Documents

15. On the Documents step, upload all required documents identified in Yellow at the top of the page
16. For ordinary demolition, this includes two exterior photographs, a signed contract, and a site plan
17. For complex demolition, this includes the structural condition report, a safety and operation plan, two exterior photographs, a survey of the property, a signed contract, and a site plan.
18. Upload the Excavation Certification (Form 402) as an "Other Supporting Document".
19. Apart from these required documents, you can also upload other supporting documents.
20. The application will not stage progress until all required document types have been uploaded. Accepted file formats are JPEG, PDF, and PNG.
21. After uploading all required documents, click on **Next Step**

(Application Number - B200454046)

✓

✓

✓

✓

✓

✓

✓

✓

Application Type

General Information

Terms and Conditions

Address

Property Owner

Project Information

Application Information

Additional Applicants

Documents

Certification

Status

Upload relevant documents. Required documents, if any, are listed in a yellow box.

Documents

Document	Categories	
Wreck Terms acceptance not captured.png	Report documenting the structural condition of the building or structure to be demolished	Edit Remove
Unable to open attachment from INT.png	Safety and operations plan, prepared by the demolition contractor	Edit Remove
Schedule date same as call date with time as 00 00.png	Photograph of the exterior of the building or structure to be demolished	Edit Remove
Permit Issued or Inspection Enters Milestone Email.png	Photograph of the exterior of the building or structure to be demolished	Edit Remove
PCR43242_2.png	Official survey of property	Edit Remove
PCR35652.png	Signed contract between the property owner and the general contractor	Edit Remove
PCR35408 started by is missing in event log.png	Site plan, drawn to scale	Edit Remove

+ Upload File

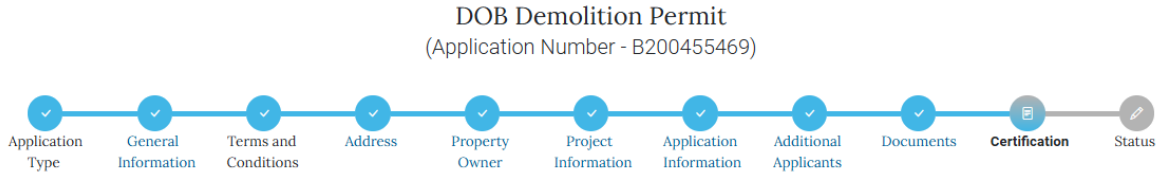
Save for Later

Previous Step

Next Step

Certification Detail Page

22. The applicant will proceed to the Certification detail page.



Application Information:

- Certification must be accepted. This action can be completed on the Certification page.

In order to submit this building permit application, you must accept the certification statement(s).

**Required Information*

Certification

Demolition Permit Information

You must obtain a demolition permit before beginning work to demolish an entire building or structure, to demolish substantially all of the above-grade portion of a building or structure, or to alter an existing building and permanently reduce its building area. Exceptions to this requirement apply to frame private garages being replaced through the Express Permit Program, and small sheds and other structures that do not require a building permit to construct.

A separate permit application is required for each building or structure to be demolished, except a private garage may be demolished on the same permit as an associated residential building.

A separate permit application is required for each building or structure to be demolished, except a private garage may be demolished on the same permit as an associated residential building.

☐ I Accept

23. Review the Certification/Demolition Permit Information, and then click on “I Accept” to continue with the application.

❖ **Note:** The system prevents the applicant from submitting the application until the Certification has been accepted.

Permit Fee Deposit milestone

24. Review the Certification page and submit the application.

25. The permit reaches the Permit Fee Deposit milestone and displays the required fee.

26. Below email is sent to the web applicant at this milestone within 24 hours and 7 days after last email

From: do_not_reply@cityofchicago.org <do_not_reply@cityofchicago.org>
Sent: Friday, May 22, 2026 12:15 AM
To: reddyarpithab@outlook.com <reddyarpithab@outlook.com>
Subject: [TEST]City of Chicago: Permit Application B200454711 - Payment Required



A payment of \$600.00 is due.

Use your online account to pay with an e-check or credit card.

[Access your City of Chicago IPL Portal account here.](#)

Application: B200454711 333 S STATE ST CHICAGO IL 60604

Application Type: Demolition Permit

Application Milestone: Permit Fee Deposit

Warning: An application with no activity for 120 days will be considered withdrawn.

DO NOT REPLY TO THIS MESSAGE. This was sent by an automated system. "Reply" messages are automatically deleted and will not receive a response.

- ❖ **Note:** The web applicant has the ability to modify their application and edit their application. This will remove all fees and reviews added as part of the stage progression.

DOB Demolition Permit
(Application Number - B200455469)

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✗

Application Type General Information Terms and Conditions Address Property Owner Project Information Application Information Additional Applicants Documents Certification Status

⚠ Application Information:

▪ To continue with this application, pay the permit deposit fee.

Add to Cart (\$600.00)

Cancel Application

Edit Permit

If no edits to the application are required at this point. The applicant may click on the link within their email to return to the web portal and access their City of Chicago IPL Portal account to pay the deposit on the application.

DOB Demolition Permit
(Application Number - B200455469)

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✗

Application Type General Information Terms and Conditions Address Property Owner Project Information Application Information Additional Applicants Documents Certification Status

⚠ Application Information:

▪ To continue with this application, pay the permit deposit fee.

Add to Cart (\$600.00)

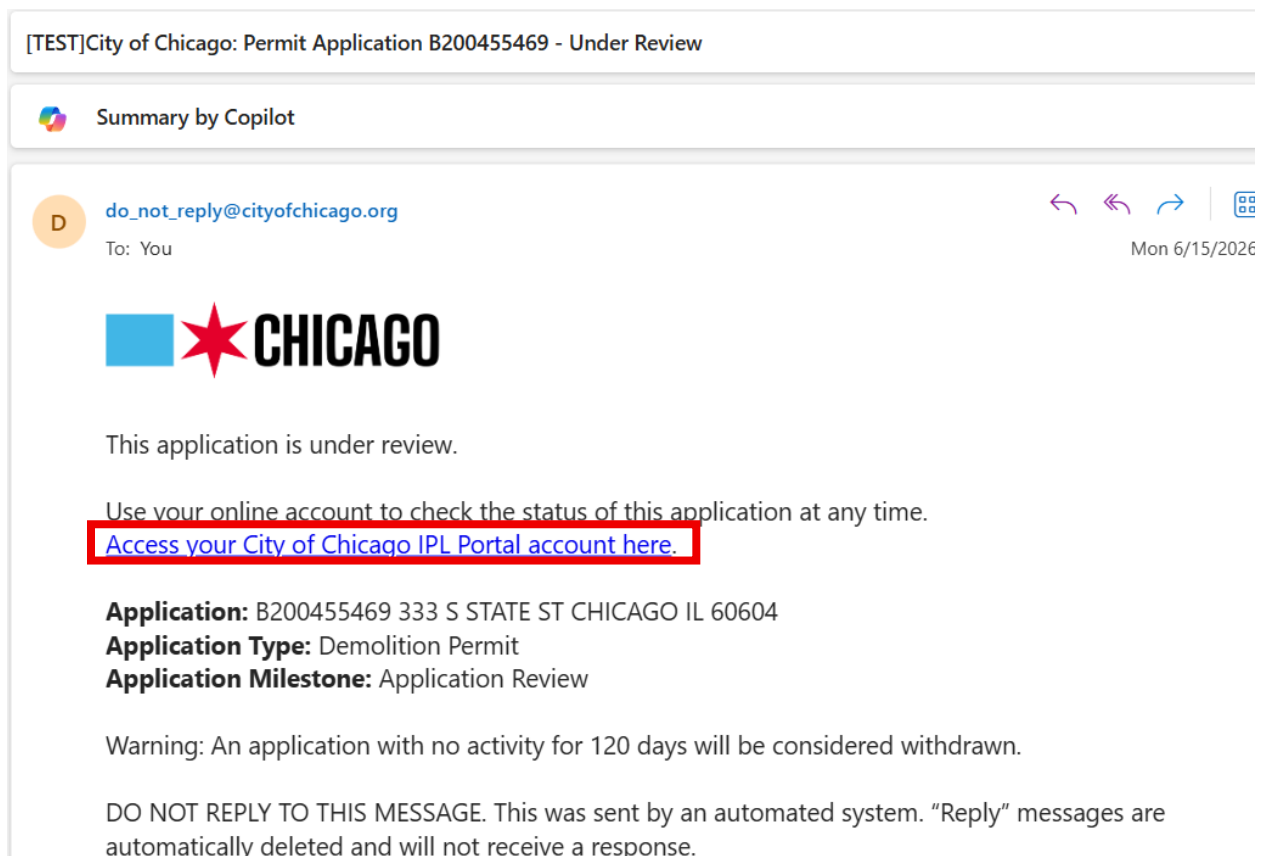
Cancel Application

Edit Permit

27. Click, "Add to Cart". The applicant will add the fees to their cart and will be directed to checkout and provide payment.
28. After the fee is paid, refresh the status page and verify that the permit moves to Application Review.

Application Review Milestone

- ❖ **Note:** At Application Review, the General Information and Emergency Contact sections can be updated, while other application details are read-only.
29. The email below is sent to web applicant when permit enters the 'Application Review' queue. Allow the Department of Buildings 24-48 hours to complete their review.



30. There will be a hyperlink in the email, when clicked on, will direct the applicant to their application in the web portal
31. The first review is the Demolition permit intake review. The Department of Buildings will review the application and uploaded documents and will either approve or send any necessary corrections to the applicant

32. Once the Intake Review has been completed, additional reviews will be added to the application for other departments to complete and or advise on

Review History			
Review	Date Resulted	Status	Notes
Environmental permitting consolidated approvals (Chicago Department of Public Health)		Pending	
Public way approval (Chicago Department of Transportation)		Pending	
Rodent control approval (Department of Streets and Sanitation)		Pending	
Sewer disconnection approval (Department of Buildings, sewer section)		Pending	
Source of water approval (Department of Water Management)		Pending	
Water disconnection approval (Department of Buildings, water section)		Pending	
CDOT Freight Tunnel Review	8/3/2026 3:26 PM	Approved	
Demolition permit intake review	8/3/2026 3:26 PM	Approved	
DPD Historic Survey Orange Hold	8/3/2026 3:26 PM	Approved	
DOB Open Case Hold	8/3/2026 3:26 PM	Approved	

Once all reviews have been completed, the page will look like this

Review History			
Review	Date Resulted	Status	Notes
Demolition permit final data check	8/3/2026 3:46 PM	Approved	
Environmental permitting consolidated approvals (Chicago Department of Public Health)	8/3/2026 3:45 PM	Approved	
Public way approval (Chicago Department of Transportation)	8/3/2026 3:45 PM	Approved	
Rodent control approval (Department of Streets and Sanitation)	8/3/2026 3:45 PM	Approved	
Sewer disconnection approval (Department of Buildings, sewer section)	8/3/2026 3:45 PM	Approved	
Source of water approval (Department of Water Management)	8/3/2026 3:45 PM	Approved	
Water disconnection approval (Department of Buildings, water section)	8/3/2026 3:45 PM	Approved	
CDOT Freight Tunnel Review	8/3/2026 3:26 PM	Approved	
Demolition permit intake review	8/3/2026 3:26 PM	Approved	
DPD Historic Survey Orange Hold	8/3/2026 3:26 PM	Approved	
DOB Open Case Hold	8/3/2026 3:26 PM	Approved	

33. The permit advances to E-Acceptance where the contractor must acknowledge the scope of work and permit. The email below is sent to the web applicant when the application advances to this milestone.

[TEST]City of Chicago: Permit Application B200455469 - E-Acceptance Required

Summary by Copilot

do_not_reply@cityofchicago.org

To: You

Reply Reply all Forward

Wed 6/17/



contractor acknowledgement is pending.

Application: B200455469 333 S STATE ST CHICAGO IL 60604
Application Type: Demolition Permit
Description: DEMOLITION OF A 1-STORY RESIDENTIAL OCCUPANCY BUILDING. 1 RESIDENTIAL UNITS. 0 NON-RESIDENTIAL UNITS. LOCATION ON LOT: FRONT. (ORDINARY DEMOLITION.)

A permit will not be issued until all listed contractors accept.

Applicant: Web Applicant
Name: Arpitha Reddy
Address: 333 S STATE ST CHICAGO IL 60604
Phone: (214)758-0026

[Click here to view this application.](#)

Warning: An application with no activity for 120 days will be considered withdrawn.

DO NOT REPLY TO THIS MESSAGE. This was sent by an automated system. "Reply" messages are automatically deleted and will not receive a response.

DOB Demolition Permit

(Application Number - B200455482)

Application Type

General Information

Terms and Conditions

Address

Property Owner

Project Information

Application Information

Additional Applicants

Documents

Certification

Status

E-Acceptance

You have been included as a participant on this permit application. Please review the application, and if you wish to accept your involvement, click the "Accept" button. If you are not involved, click the "Reject" button. Note that once you submit a response you will not have the ability to change it.

Accept Reject

34. Once the General Contractor has acknowledged and accepted the permit.
35. The application will progress and the applicant can add the fees to their cart and make a payment at 'Permit Fee'
36. Pay the permit fee, refresh the status page and verify that Permit issued. At this point, you may download the permit. Select the 'Print' button, view, download and print the permit.
37. Applicants and contractors can **print/download** the permit from the portal.