



DECK / GAZEBO / PERGOLA / COVERED PORCH APPLICANT CHECKLIST

The purpose of this form is to inform applicants of: 1) the requirements for building permits and stormwater permits for decks, gazebos, pergolas, and covered porches; 2) the standards that staff will employ in reviewing permit submittals; and 3) the items that staff will check during inspections. Decks, gazebos, pergolas, and covered porches are structures that are not habitable and serve as an accessory use to the primary residence. This checklist is purposely brief and does not replace consulting the County's adopted ordinances and codes.

If the information described in the "Submittal Checklist" section is not provided, the permit application may be rejected. The information provided in the Zoning, Stormwater, Building Plans, and On-Site Inspections Checklist sections is for the applicant's general information. This checklist does not restrict staff's ability to review or inspect additional items, as appropriate, based on the permit submittals and construction site observations.

Applicants are ultimately responsible for ensuring that their development complies with the County's adopted zoning and stormwater ordinances and building codes and amendments, which are available on the County's website:

www.co.mchenry.il.us/PlanDevOrdinances.

SUBMITTAL CHECKLIST (if the information is not provided, the permit application may be rejected)

- Completed "PERMIT APPLICATION FOR DECKS".
- Current plat of survey (unless the Planning Division determines that one is not necessary). Note, contact the Planning Division to determine if a plat of survey is available for your parcel (if you do not have one).
- A site plan showing the information required by the [Site Plan Applicant Checklist](#) (also attached to the end of this packet), as appropriate to your project. The site plan may, but is not required to, be drawn on the provided form. The site plan may also be drawn on an aerial photograph, plat of survey, or septic plan as long as it contains all required information. Aerial photographs may be printed from the County's website: www.mchenrycountygis.org/planning. If a Stormwater Management Permit is required or if the site plan must be reviewed by the Staff Plat Review Committee, a more detailed site plan may be required. Staff will review the site plan to ensure that the project complies with the County's adopted Unified Development Ordinance and Stormwater Management Ordinance.
- Two sets of construction plans (1/4"=1'-0" scale, minimum) that clearly identifies and details the proposed scope.
 - o **Code Compliance Plan/Legend:** Indicate building codes that the project has been designed to (Building Codes and Amendments as adopted by McHenry County); Indicate the design loads including but not limited to soil bearing capacity, floor/deck live load, stair tread live load, basic wind speed of 115-mph, and ground snow load/ roof live load of 30-psf, and basis of design lumber species and grade(s).
 - o **Foundation/Pier Plan:** Dimensioned pier layout, pier size(s), elevation above grade, and depth below grade; Dimensioned foundation layout; Locate and specify post/column(s); Locate and specify beam(s) spans, spacing, and size(s); Specify floor/deck joist sizing, spacing, and spans; Ledger board sizing, anchor bolt specifications (size and spacing);
 - o **Floor Plan:** Decking or floor finish and elevation above grade; header/beam size(s) and spans; Electrical conductor and grounding specifications; lighting, switching, outlet receptacles.
 - o **Roof Plan:** Ceiling joist spans, spacing, and size(s); and rafter spans, spacing, and size(s);
 - o **Elevations:** Dimensioned elevations locating grade/adjacent walking surface, finished deck, hand & guard rail height, rafter bearing elevation, & roof ridge elevation; locating baluster spacing, post spacing, and height.
 - o **Detailed Sections:** (scale 1/2"=1'-0" minimum) Stair section indicating stair landing connection(s), elevations of each landing, and stair construction; pier section indicating size and depth, pier/post connection, and post/beam connection; beam/joist connection; guardrail/handrail section; ledger/rim joist section.

- *Unusual or non-standard construction may require signoff by a Structural Engineer or Architect licensed in the State of Illinois*
 - *Roofed structures (covered porch, pergola, etc.) that are supported by a structural system other than a continuous footing and attached to a primary structure will require signoff by a Structural Engineer or Architect licensed in the State of Illinois*
- Copy of roofer's state roofing license – Required for enclosed/covered decks, gazebos, and covered porches.
 - Non-refundable review fee of \$75.00 or 25% of permit, whichever is greater, must be paid at the time of application. Permit fees shall be assessed based on the current [Fee Schedule](#). Cash, Check or Credit Card accepted.
 - McHenry County Health Department approval – Required if P&D is unable to determine that the proposed development will meet McHenry Co. Health Department setback requirements - required prior to picking up the permit.
 - Obtain approval from the authority maintaining the access road to the project site; Township Highway Commissioner, McHenry County Division of Transportation (MCDOT) or Illinois Department of Transportation (IDOT) if establishing a new driveway, or modifying an existing driveway within the right-of-way. A copy of the approval shall be submitted prior to issuance of the permit. (Forms available in our office.)

OFFICE REVIEW CHECKLIST (may be used by Applicant for further clarification of the permit review process)

ZONING

- Verify development meets zoning requirements:
 - Building height restriction per UDO Section 14.5.A.3
 - Street, side, and rear setback requirements per UDO Section 14.5.A.4
 - Effective yard restrictions per UDO Section 14.5.A.5
 - Setback distance from other structures per UDO Section 14.5.A.5
 - Lot coverage and impervious surface area requirements
- Verify location meets well and septic setback requirements (coordinate with McHenry Co. Health Dept. if necessary)
- Direct applicant to obtain township road commissioner or MCDOT approval if no existing driveway or driveway being modified within right-of-way (forms available in our office.)

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STORMWATER

- Verify proposed impervious area and limits of disturbance.
- Determine if project requires a Stormwater Permit based on criteria in Stormwater Management Ordinance:
 - Located in a flood hazard area
 - Located in a wetland
 - Hydrologically disturbs 5,000 sf or more
 - Hydrologically disturbs 50% or more of parcel
 - Additional 20,000 sf of impervious area since 1/20/04
 - Post-12/1/14 platted lots that exceed allowable impervious area
 - Part of a larger common plan of development
- If project requires a Stormwater Permit, review plans for:
 - Appropriate SE/SC measures and restoration methods
 - Spoil haul-off or re-spread locations
 - Proposed development including limits of grading/disturbance, proposed elevations
 - Path/location of utilities
 - Base flood elevation (both mapped and by elevation), if necessary
 - New structure in floodplain will require that building protection standards are met
 - 50% Rule Form, if necessary
 - Grading in floodplain may require compensatory storage
 - Limits of wetlands & buffers, if necessary
 - Other requirements, as appropriate

NOTES: _____

BUILDING PLANS**General Compliance Review**

- Verify appropriate Building Codes and Amendments are listed. [McHenry County Building Codes](#)
- Verify design soil bearing capacity is listed, 3000-psf is the basis of review. [\[R401.4.1\]](#)
- If applicable, verify proper Roof Snow Load/Live Load: 30-psf is listed. [\[R301.2\(1\)-O\]](#)
- Verify proper Floor Live Load (if wood frame): 40-psf Dead Load is listed. [\[R301.5\]](#)
- Verify proper staircase Live Load: 40-psf is listed: [\[R301.5\]](#)
- Verify appropriate Basic Wind Speed: 115-mph is listed [\[R301.2\(1\)-O\]](#)
- A general compliance review of the proposed project and components that may be specific to your project.

Structural Review

- Acceptable Foundations:
 - o Continuous Footing: 8-inches thick @ 42" below grade, minimum. [\[R403-O\]](#)
 - o Piers sized to support tributary loads; 8" diameter minimum @ 42" below grade. [\[R403-O\]](#)
 - o Verify [adequacy of piers](#) diameter of piers to support tributary loads
- All wood framing and components shall be Preservative-Pressure-Treated. [\[R318.1\]](#)
- Verify proposed framed floor construction (if not concrete): [\[R507.5\]](#)
 - o Confirm floor joists (2x8, 2x10, or 2x12) and spacing (12", 16", 19.2", or 24" o.c.) are specified. [\[Table R507.5\]](#)
 - o Confirm the unsupported span(s) of each set of floor joists. [\[Table R507.6\]](#)
- Verify adequacy of beams spans with loading condition(s).
- Verify
- Check for 1-1/2" bearing at ends of each beam and joist (***no thru-bolt connection.***) [\[R502.6\]](#)
 - o *If composite beam (ML, PSL, GluLam, etc.) submit proposed Manufacturer's Span Charts.*
- Verify Ledger board size, shall be at least the same dimension as the floor joists.
- Determine size and spacing of bolts on ledger board chart, 1/2" @ 16" o.c. minimum. [\[R403-O\]](#)
- Verify ledgers are not installed over stone or masonry veneers; others as approved. [\[R507.2.1\]](#)
- Verify flashing is provided where connected to existing structure [\[R703.8\]](#)
- Verify adequacy of framed wall construction: [\[R602.3\(5\)\]](#)
 - o Wall framing studs (2x4, 2x6, or 2x8) and spacing (12", 16", 19.2", or 24" o.c.) are specified
 - o Verify laterally unsupported height adequate for stud & spacing. [\[R602.10.3\]](#)
 - o Lateral wall bracing is dimensionally located and specified. [\[R802.4.\(1 & 2\)\]](#)
- Verify proposed ceiling construction : [\[R802.4.\(1 & 2\)\]](#)
 - o Confirm ceiling joists (2x6, 2x8, 2x10, or 2x12) and spacing (12", 16", 19.2", or 24" o.c.) are specified.
 - o Confirm the unsupported span(s) for each set of ceiling joists.
 - o *If composite joists submit proposed Manufacturer's Span Charts.*
- Specify rafter and dimension spans (plan dimension from bearing point to ridge beam) [\[R802.5.1\(3\)\]](#)
 - o Confirm rafters (2x4, 2x6, 2x8, 2x10, or 2x12) and spacing (12", 16", 19.2", or 24" o.c.) are specified.
 - o Confirm unsupported span(s) for each set of rafters. (*Use bearing point to ridge beam plan dimension*)
 - o If engineered trusses, non-certified truss certificates shall be reviewed against required loading, accuracy of spans and slope, coordinated layout, and anchoring requirements.
 - *Certified truss certificates shall be submitted prior to scheduling the Rough Framing Inspection.*
- Roofing Assembly (requirements vary by slope):
 - o Roof Sheathing adequate for rafter spacing. [\[R503.2.1.1\(1\)\]](#)
 - o Roof Slope provided for all roof areas. [\[R905\]](#)

Egress and Barrier Review

- Able to withstand 200-lbs of concentrated load applied in any direction at any point along top.
- Verify a 36" x 36" landing is provide at bottom of stairs of a hard level surface. [\[R311.4.3\]](#)
- Minimum headroom clearance at any stair shall be 6'-8". [\[R311.5.2\]](#)
- Maximum stair riser shall be 7-3/4" with a maximum variation of 3/8". [\[R311.5.3.1\]](#)
- Minimum tread depth shall be 10" nosing to nosing. [\[R311.5.3.2\]](#)

- Open risers not to exceed 4" opening, triangular space created by the stairs & railing to be 6" max. [\[R311.5.3.3\]](#)
- Stairs with 4 or more risers require a handrail between 34"-38" off each leading edge of stair. [\[R311.5.6.1\]](#)
- Guardrails must be min 36" tall if deck is 30" or more above adjacent walking surface. [\[R312.1\]](#)
- Openings in Handrails and Guard rails must not exceed 4". [\[R312.2\]](#)
- Circular handrails must have a cross section dimension of min. 1¼"-2". Noncircular handrails shall have a min 4" & max. 6¼" perimeter dimension with a maximum cross section dimension of 2¼". [\[R311.7.8.3\]](#)
- If deck is part of pool barrier, it must meet all pool ordinance requirements

Electrical Review (if applicable)

- Service Feed shall be buried according to proposed conductor/conduit *[NEC Table 300.5]*
- Electrical Panel working clearance of 30"W x 36"D x 78"H (Above Finished Floor)
- Receptacle outlets shall have Ground-Fault Circuit-Interrupter protection *[NEC 210.8(A)(2)]*
- Exterior receptacles shall be GFCI *and* have a weatherproof box/cover.
- Switch controlled light located at service door. *[NEC 210.70(A)(2)(a)]*
- Decks, Balconies, and porches accessible from inside dwelling require one receptacle outlet. *[NEC 210.52(E)(3)]*
- Stair must have adequate illumination, *[R303.6 & R311.5.7]*

Miscellaneous Items Required Prior to Issuance

- Copy of the Roofer's State Roofing License
- Verify location meets well and septic setback requirements (coordinate with McHenry Co. Health Dept. if necessary)
- Verify township road commissioner, MCDOT, or IDOT approval received, if required

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ON-SITE REVIEW CHECKLIST (may be used by Applicant for further clarification of the permit review process)

ON-SITE INSPECTIONS CHECKLIST

Soil Erosion and Sediment Control (if required)

- Verify placement of soil erosion and sediment control measures prior to grading or excavation

Footing and Piers (required for slab, full foundation or piers)

- Verify project location and size is in accordance with site plan to ensure that there are not stormwater, zoning, or well or septic conflicts
- Verify sizing, layout, and location of footings are per plan
- Verify soil conditions are suitable.
 - o If poor soil conditions are discovered; soils tests, engineered fill, or other improvements may be required as directed by a geotechnical engineer, structural engineer, or other appropriate design professional.

Rough Electric (if required)

- Verify conductors, connections, and grounding

Rough Framing

- Verify joist size, spacing, grade, bearing and joist hangers
- Verify beam size and bearing
- Verify ledger size and attachment to structure

Final Inspection

- Verify guardrail heights are a min of 36" tall if deck is 30" or more above ground
- Verify guardrail openings do not exceed 4"
- Verify handrails on any stairs with 4 or more risers
- Verify egress requirements are met if deck is over basement egress window
- Verify site conditions are in accordance with the site plan - extent of grading, spoil re-spread areas, spoil piles, swales, vegetative stabilization

NOTES: _____



McHenry County
Department of Planning and Development

OFFICE: McHenry County Admin. Bldg.
 667 Ware Road, Woodstock, Illinois

MAIL: 2200 N. Seminary Ave.
 Woodstock, Illinois 60098

www.co.mchenry.il.us/plandev

EMAIL: plandev@co.mchenry.il.us
 P: 815-334-4560 F: 815-334-4546

For internal use only

Permit #: _____

Zoning: _____

Date: _____

Twp Road _____

Jurisdiction: _____

PERMIT APPLICATION FOR DECKS/GAZEBOS/PERGOLAS/COVERED PORCHES

OWNER/PRIMARY CONTACT INFORMATION

Property Owner's Name: _____

Company Name (if any): _____

Address: _____

Email Address: _____

Phone: _____

Preferred Method of Permit Release: Pick-up Mail

This section required only if primary contact is different than the owner

Primary Contact: _____

Company Name (if any): _____

Address: _____

Email Address: _____

Phone: _____

PROPERTY INFORMATION

Parcel/Tax Number: _____ Subdivision Name: _____

Parcel/tax numbers can be found at: www.mchenrycountygis.org/planning

Lot: _____ Block: _____

PROJECT INFORMATION

Project Description: _____

\$ _____ Approx. value of work covered by this permit

Y N

Will a new foundation be installed?

If yes, provide type: SLAB, PIER, FRAME, OTHER

Is this a NEW structure or ALTERATION to an existing structure? (pick one)

Will the property be used for RESIDENTIAL or COMMERCIAL purposes? (pick one)

Y N

Will electrical wiring be installed?

Will the excavated material be kept ON SITE or hauled OFF SITE? (pick one)

Y N

Will any work occur on neighboring properties?

If yes, provide property owner approval letter

_____ sq. ft. Size of proposed structure(s)

Y N

Will any work occur within road rights-of-way?

If yes, provide road district approval letter

_____ sq. ft. Proposed disturbance area (where soil is graded/compacted/plants removed)

_____ sq. ft. Proposed impervious area for this project (areas of any gravel/pavement/decking/roofing/etc.)

_____ sq. ft. Total impervious area created from other projects since January 2004

CONTRACTOR/SUB-CONTRACTOR INFORMATION (optional)

Architect: _____

Engineer: _____

Excavator: _____

Concrete Contractor: _____

Electrician: _____

Roofer: _____

Roofer License #: _____

OWNER/PRIMARY CONTACT CERTIFICATION

I declare that this Application is true and correct to the best of my knowledge. I realize that the information that I have provided forms the basis for the issuance of the Permit and have included all work to be authorized with this Permit. I agree to construct said development in compliance with the permitted documents.

Signature: _____

Date: _____

STATEMENT OF AUTHORIZATION

(Must be signed when primary contact is not owner AND a Stormwater Permit is required)

I hereby authorize _____ (Primary Contact) to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application. This person will act on my behalf as the point of contact for permit correspondence.

Owner's Signature: _____

Date: _____



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SITE PLAN APPLICANT CHECKLIST

Every application for a building permit or agricultural exempt structure construction card must be accompanied by a site plan. The purpose of this form is to inform applicants of the requirements for the site plan. If the information described in the Submittal Checklist is not provided on the site plan, the permit application may be rejected. The information is provided for the applicant's general information. This checklist does not restrict staff's ability to require additional information, as appropriate, based on the permit and site conditions. If a Stormwater Management Permit is required or if the site plan must be reviewed by the Staff Plat Review Committee, a more detailed site plan may be required.

Staff will review the site plan to ensure that the project complies with the County's adopted Unified Development Ordinance and Stormwater Management Ordinance. Applicants are ultimately responsible for ensuring that their development complies with these regulations, which are available on the County's website: www.co.mchenry.il.us/PlanDevOrdinances.

SUBMITTAL CHECKLIST (if the information is not provided, the permit application may be rejected)

- The site plan may, but is not required to, be drawn on the back of this form. The site plan may also be drawn on an aerial photograph, plat of survey, or septic plan as long as it contains all required information. Aerial photographs may be printed from the County's website: www.mchenrycountygis.org/planning.
- The site plan should be drawn to scale (such as one inch equals 30 feet).
- The following information, as appropriate to your project, should be represented on the site plan:
 1. Lot lines and lot dimensions.
 2. Parcel size (acres or square feet).
 3. A graphic scale bar or narrative scale (such as one inch equals 50 feet) and a north arrow.
 4. Adjacent road rights-of-way and platted but unbuilt road rights-of-way with road names labeled.
 5. Existing and proposed easements.
 6. Existing structures, sidewalks, access roads, driveways, parking areas, retaining walls, seawalls, piers, etc.
 7. Proposed new or modified structures, access roads, driveways, parking areas, retaining walls, seawalls, piers, and berms with dimensions.
 8. Existing and proposed well(s) and septic systems.
 9. Existing and proposed utilities, equipment, culverts, landscaping, ponds, and creeks.
 10. Limits of land disturbance for construction, including grading, spoil piles, spoil re-spread areas.
 11. Soil erosion and sediment control measures.
 12. Measured setbacks from new or modified structures (measured to building walls) to lot lines, wells and septic fields, and existing structures.
 13. Measured setbacks from areas of land disturbance to wells and septic fields.

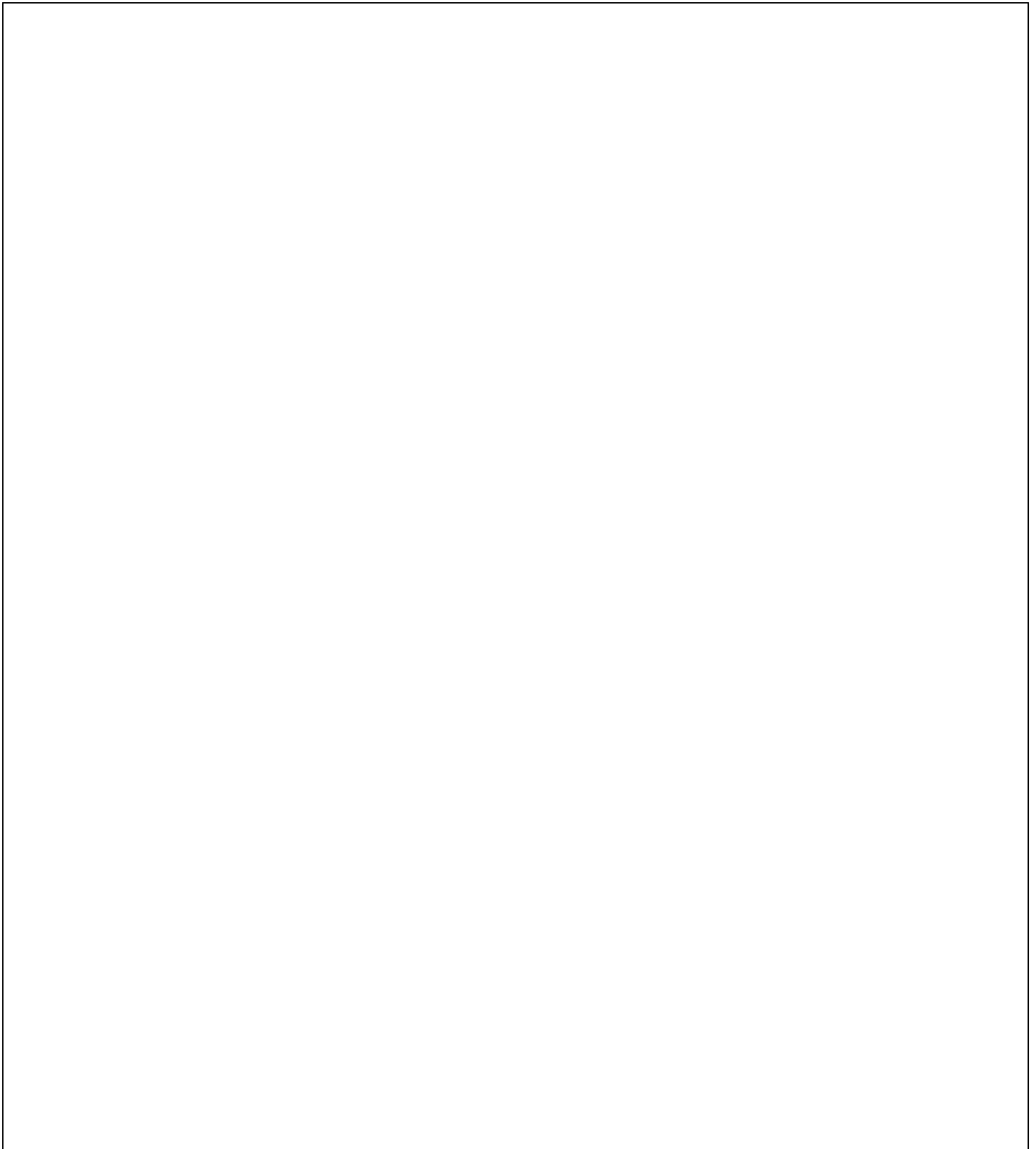
SITE PLAN

Address: _____

PIN: _____

N

(draw arrow)



Parcel Size: _____

Drawing Scale: _____

Permit # _____

(for office use only)