



## SERVICE UPGRADE PERMIT APPLICANT CHECKLIST

The purpose of this form is to inform applicants of: 1) the requirements for building permits and stormwater permits for residential service upgrade projects; 2) the standards that staff will employ in reviewing permit submittals; and 3) provide the inspection standards staff will employ to confirm the implemented scope of work is consistent with both the approved scope of work and compliant with the building codes and ordinances as amended and adopted by McHenry County. A residential service upgrade project consists of work that alters building systems or configurations, replacement and/or installation of structural/framing, mechanical, plumbing, or electrical system component(s), installation of accessory appliance(s) used for heating, cooling, or power generation. 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 will not be accepted. The information provided in the Office Review Checklist section 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](http://www.co.mchenry.il.us/PlanDevOrdinances).

### **SUBMITTAL CHECKLIST**

- Completed "PERMIT APPLICATION FOR SERVICE UPGRADES".
- Current plat of survey (unless the Planning Division determines that one is not necessary). 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 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](http://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 (2) sets of construction plans, 1/4"=1'-0" scale or scaled to clearly identify and detail the proposed scope of work.
  - o **Structural / General Trades Upgrade**
    - Provide a reference plan of the existing residence locating area(s) of proposed work.
      - Areas not affected by the scope of work require only room layouts and names
    - Identify the extent of demolition or limits of proposed construction.
    - Specify proposed framing members, spans, spacing, width, etc. as appropriate to the scope of work.
      - If composite beam (ML, PSL, GluLam, etc.), submit proposed Manufacturer's Span Charts
  - o **Electrical Upgrade**
    - Provide a reference plan of the existing residence locating area(s) of proposed work.
      - Areas not affected by the scope of work require only room layouts and names
    - Identify the extent of demolition or limits of proposed construction.
    - Specify and locate proposed modification, components, or systems including but not limited to:
      - Receptacle Outlets, Lighting Outlets, Control Switches, and Electrical Distribution (wiring)
      - Electrical Service, Distribution panel(s), Meter, and/or Disconnect (as required)
      - Backup Generators, Solar Panel Systems, or Wind Powered Electrical Generator Systems,
        - o Provide manufacturer's installation instructions and/or engineered design drawings.

- **Plumbing Upgrade**
    - Provide a reference plan of the existing residence locating area(s) of proposed work.
      - Areas not affected by the scope of work require only room layouts and names
      - If adding plumbing fixtures, all existing plumbing fixtures and the existing water service size shall be indicated on the reference plan(s)
    - Identify the extent of demolition or limits of proposed construction.
    - Specify and locate proposed modification, components, or systems including but not limited to:
      - Water Closet(s), Fixture, Piping replacements, Floor Drain and/or Sump Pit installations, etc
      - Water Heater, Water Softener, Steam Generator, etc.
        - Provide manufacturer's installation instructions and/or engineered design drawings.
  - **Mechanical (HVAC) Upgrade**
    - Provide a reference plan of the existing residence locating area(s) of proposed work.
      - Areas not affected by the scope of work require only room layouts and names
    - Identify the extent of demolition or limits of proposed construction.
    - Specify and locate proposed modifications, components, or systems including but not limited to:
      - Furnace(s), Ductwork, Diffuser(s), Condensing Unit(s), or Gas Distribution Line(s),
        - Provide manufacturer's installation instructions and/or engineered design drawings.
      - Fireplace(s) or Wood Burning Stove
        - Provide Elevations with dimensioned chimney extensions and anchoring specifications
        - Provide framing and foundation plans for modifications required to install fireplaces
- If the scope of work includes plumbing, provide a copy of plumber's State of Illinois Plumbing License and Registration with a letter of intent either on plumbing company's letterhead or must be notarized (if applicable).
- If the scope of work includes roofing, provide a copy of the roofer's State of Illinois Roofing License (if applicable).
- Non-refundable review fee of \$75.00 or 25% of permit, whichever is greater, must be paid at the time of application. Permit fees are calculated in accordance with the current **Fee Ordinance**. Cash, Check or Credit Card accepted.

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

#### **ZONING**

- Verify development meets zoning requirements:
  - Street, side, and rear setback requirements
  - Effective yard restrictions
  - Setback distance from other structures
  - Lot coverage and impervious surface area requirements
- Verify location meets well and septic setback requirements (coordinate with McHenry Co. Health Dept. if necessary)

NOTES: \_\_\_\_\_

\_\_\_\_\_

#### **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

### **Structural / General Trades Plans Review (as applicable)**

- Verify impact of proposed work on the emergency egress path(s) and existing floor plan.
- Verify spans, spacing, unbraced height, and/or anchoring of all newly installed members
  - Check manufacturer's Span Charts for all composite wood members
- Verify continuity of proposed / existing structure

### **Electrical Plans Review (as applicable)**

- Verify Appliance or equipment manufacturer's specifications/installations instructions are provided
- Verify routing of new service from the 'street to the structure'
- Verify working clearances at new electrical distribution panels
- Verify branch circuit or receptacle outlet protection provided as required for wet areas
- Verify material, exterior burial depth, conductor sizes for electrical work.
- Verify connections to appliance/equipment is compliant with manufacturer's installation instructions
- Verify location of appliance/equipment with manufacturer's service clearances.

### **Plumbing Plans Review (as applicable)**

- Verify Appliance or equipment manufacturer's specifications/installations instructions are provided
- Verify location of appliance/equipment with manufacturer's service clearances.
- Verify materials, connections, pitch, insulation, and support.
- Verify impact to Water Supply Fixture Units
  - All existing plumbing fixtures and existing water service size shall be indicated on the reference plans
- Locate RPZ for lawn irrigation system.

### **Mechanical Plans Review (as applicable)**

- Verify Appliance or equipment manufacturer's specifications/installations instructions are provided
- Verify a new programmable thermostat is provided for all newly installed Furnaces and/or Condensing Units
- Verify venting routes and clearances for the appliance
- Verify the electric routing to the proposed appliance or equipment
  - *Electric: Direct Burial: 24" min. / RMC or IMC: 6" min. / Non-metallic without concrete encasement: 18" min.*
- Verify gas routing, material and exterior burial depth as applicable.
  - *Gas: 12" coverage, minimum, 18AWG Yellow Tracer Wire, Warning indicator at 6" below grade*
- Verify fireplace construction and modifications to support proposed construction.
- Verify fireplace provides clearances and protection from combustible materials and building openings

NOTES: \_\_\_\_\_

**ON-SITE INSPECTIONS CHECKLIST** (may be used by Applicant for further clarification of the inspection process)**Framing Inspection (as applicable)**

- Verify impact on the exiting emergency egress path(s) and existing floor plan
- Verify spans, spacing, unbraced height, and/or anchoring of all newly installed members
- Verify framing and connections are adequate for fireplace installations
- Verify combustion separations and clearances are provided around fireplace units
- Verify general construction and installations are compliant and adheres to the approved scope of work

**Electrical Inspection (as applicable)**

- Upon Approval of the Electrical Service Inspection, Planning & Development will notify ComEd.

**Electrical Inspection (as applicable)**

- Upon Approval of the Electrical Service Inspection, Planning & Development will notify ComEd.
- Verify routing of new electrical service from 'street to structure'
- Verify grounding of new electrical service and any modified components
- Verify working clearances at new electrical distribution panels
- Verify appliance/equipment meets all clearances from combustibile materials and building openings
- Verify branch circuit or receptacle outlet protection provided as required for wet areas
- Verify conductor and dedicated circuits are adequate for new electrical appliance or application
- Verify connections to appliance/equipment is compliant with manufacturer's installation instructions
- Verify location of appliance/equipment with manufacturer's service clearances.
- Verify general electrical work and installations are compliant and adheres to the approved scope of work

**Plumbing Inspection (as applicable)**

- Verify installation of appliance or fixtures
  - o Manufacturer's specifications/installations instructions shall be provided
- Verify venting routes and clearances for the appliance
- Verify materials, connections, pitch, and support.
- Verify Water Supply Fixture Units
- Locate RPZ for lawn irrigation system.
- Verify connections to appliance/equipment is compliant with manufacturer's installation instructions
- Verify location of appliance/equipment with manufacturer's service clearances.
- Verify appliance/equipment meets all clearances from combustibile materials and building openings
- Verify pipe insulation on all hot water piping is provided (R-3)
- Verify general plumbing work and installations are compliant and adheres to the approved scope of work

**HVAC Inspection (as applicable)**

- Verify installation of new Appliance or equipment
  - o Manufacturer's specifications/installations instructions shall be provided
- Verify the functionality of the programmable thermostat
- Verify venting routes and clearances for the appliance
- Verify support and connections of all proposed duct.
  - o Verify duct insulation on all runs outside of the thermal envelope.
- Verify adequate structural support is provided for proposed appliances
- Verify the electric routing to the proposed appliance or equipment
  - o *Electric: Direct Burial: 24" min. / RMC or IMC: 6" min. / Non-metallic without concrete encasement: 18" min.*
- Verify gas routing, material and exterior burial depth as applicable.
  - o *Gas: 12" coverage, minimum, 18AWG Yellow Tracer Wire, Warning indicator at 6" below grade*
- Verify general mechanical/HVAC work and installations are compliant and adheres to the approved scope of work.

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

*For internal use only*

Permit #: \_\_\_\_\_

Zoning: \_\_\_\_\_

Date: \_\_\_\_\_

Twp Road \_\_\_\_\_

Jurisdiction: \_\_\_\_\_

**PERMIT APPLICATION FOR RESIDENTIAL SERVICE UPGRADES**

**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](http://www.mchenrycountygis.org/planning)* Lot: \_\_\_\_\_ Block: \_\_\_\_\_

**PROJECT INFORMATION**

Project Description: \_\_\_\_\_  
 \$ \_\_\_\_\_ Approximate value of proposed work Number of Bedrooms: Existing \_\_\_\_\_ New \_\_\_\_\_

**Structural / Gen.**  Y  N Engineered structural components proposed? *If yes, provide manufacturer or engineering specifications*  
 Y  N Does any part of the scope involve modifications to the existing roof? *If yes, provide the Roofer's License*

**Electrical** Existing Service: \_\_\_\_\_ -Amps  Y  N New Supplemental Elec. System? (solar, wind, generator, etc.)  
 New Service: \_\_\_\_\_ -Amps *(If yes, provide manufacturer or engineering specifications)*

**Plumbing** No. of Existing Plumbing Fixtures: \_\_\_\_\_  Y  N New Fixture/Appliance? (water heater, steam generator, etc.)  
 Size of Existing Water Service: \_\_\_\_\_ -inches *(If yes, provide manufacturer or engineering specifications)*

**Mechanical (HVAC)** Proposed Furnace: \_\_\_\_\_ -Btu  Y  N New Heating Accessory? (fireplace, woodburner, boiler, etc.)  
 Proposed Condensing Unit: \_\_\_\_\_ -Tons *(If yes, provide manufacturer or engineering specifications)*

Y  N Is there any proposed grading, trenching, excavation, etc? *(If yes, provide the area of disturbance)* \_\_\_\_\_ -sq.ft.  
 Y  N Is there any proposed impervious area? *(If yes, provide the area of the proposed impervious surfaces)* \_\_\_\_\_ -sq. ft.

**CONTRACTOR/SUB-CONTRACTOR INFORMATION**

Architect/Engineer: \_\_\_\_\_ Roofer: \_\_\_\_\_  
 General Contractor: \_\_\_\_\_ Roofer License #: \_\_\_\_\_  
 Electrician: \_\_\_\_\_ Plumber: \_\_\_\_\_  
 HVAC Contractor: \_\_\_\_\_ Plumber Lic. & Reg. #: \_\_\_\_\_

**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 on 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: \_\_\_\_\_



# McHenry County Department of Planning and Development

[www.co.mchenry.il.us/plandev](http://www.co.mchenry.il.us/plandev)

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

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

EMAIL: [plandev@co.mchenry.il.us](mailto:plandev@co.mchenry.il.us)  
P: 815-334-4560 F: 815-334-4546

## 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](http://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](http://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.

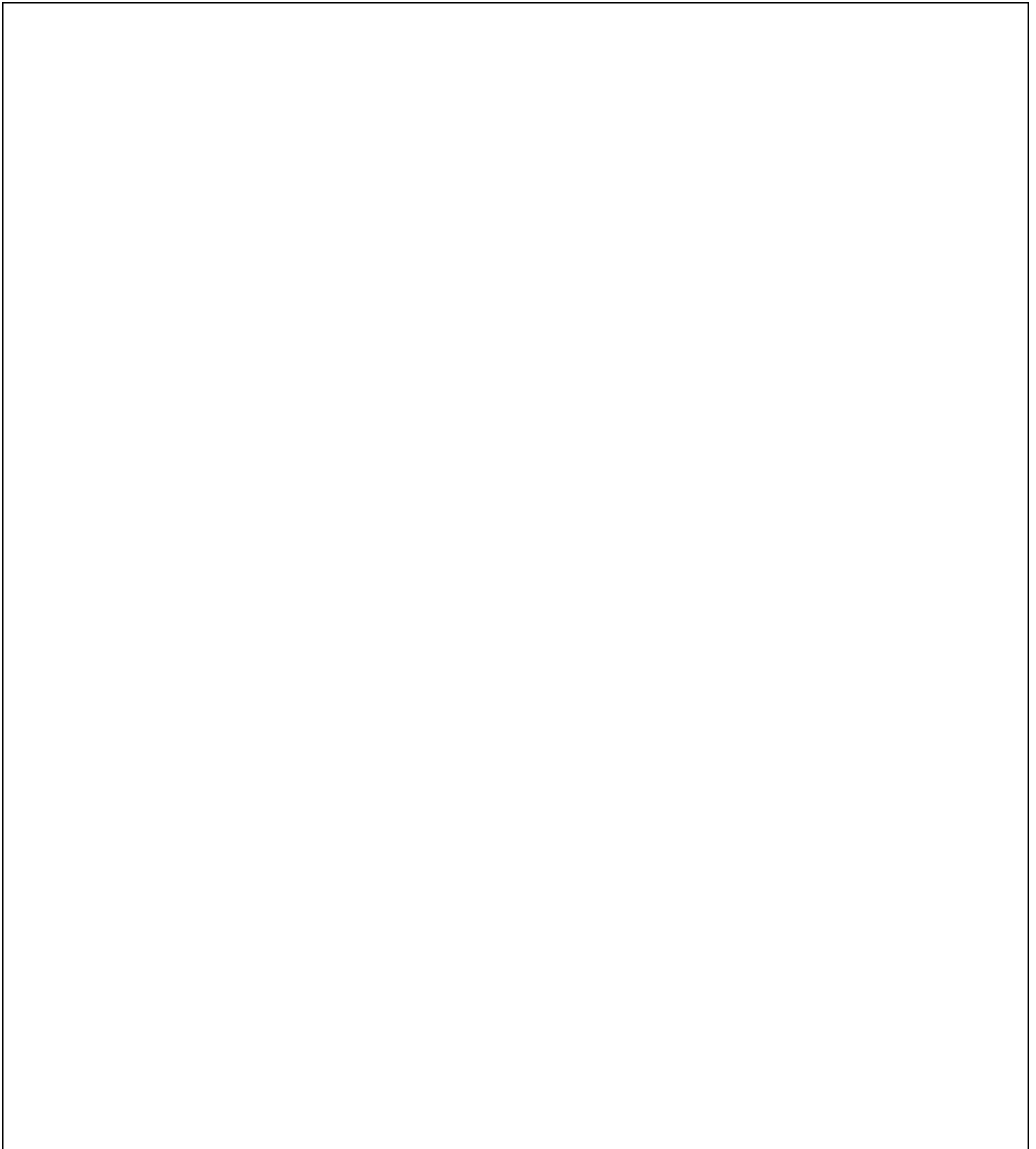
# SITE PLAN

Address: \_\_\_\_\_

PIN: \_\_\_\_\_

**N**

(draw arrow)



Parcel Size: \_\_\_\_\_

Drawing Scale: \_\_\_\_\_

Permit # \_\_\_\_\_

(for office use only)