



RESIDENTIAL DEMOLITION PERMIT APPLICANT CHECKLIST

The purpose of this form is to inform applicants of: 1) the requirements for building permits and stormwater permits for residential demolition 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 ordinances and building codes as amended and adopted by McHenry County. A residential demolition project consists of the complete removal (demolition) of a single family residence or a residential accessory structure. 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.

SUBMITTAL CHECKLIST

- Completed "PERMIT APPLICATION FOR RESIDENTIAL DEMOLITION".
- 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).
- Two (2) sets/copies of the Site Plan with, at a minimum, the following information. The Site Plan shall be drawn and scaled in a manner that clearly identifies and details the proposed scope of work. Incomplete submittals will be rejected.
 - **Demolition of a Single Family Residence**
 - Notarized letter from the property owner authorizing the demolition of the single family residence.
 - If ownership is not clear, then proof of ownership will be required.
 - Dimension the building footprint and locate the house in relation to other structures on the site and the property lines.
 - Specify the existing number of stories and approximate height of the structure.
 - Specify the depth of the basement or foundation.
 - Locate the termination point of the existing electrical service and any service feeders to remain.
 - Locate the termination point of the existing gas service and any service pipe to remain.
 - Locate the septic system and well, approval may be required from the MC Department of Health
 - Identify the extent of demolition and related work on site including but not limited to:
 - Major tree removal that may require filling, driveway removal or re-routing, walkway removal or re-routing, other non-residential structures.
 - If the demolition of a single family residence creates a non-conforming status on that parcel, then the permit application shall include the construction of a new single family residence.
 - *Exception:* A letter of credit in the amount of 150% the cost of the demolition of the structures that create the non-conforming status.
 - **Demolition of a Residential Accessory Structure**
 - Notarized letter from the property owner authorizing the demolition of the accessory structure.
 - If ownership is not clear, then proof of ownership will be required.
 - Dimension the building footprint and locate the house in relation to other structures on the site and the property lines.
 - Specify the approximate height of the structure.

- Specify the depth of the foundation
 - If applicable, locate the termination point of the existing electrical service.
 - If applicable, locate the termination point of the existing gas service.
 - Identify the extent of demolition and related work on site including but not limited to:
 - Major tree removal that may require filling, driveway removal or re-routing, walkway removal or re-routing, other non-residential structures.
- A letter from the electric utility company, ComEd, or the owner that provides the anticipated date of termination by the electrical service provider, if applicable. Review [ComEd requirements for disconnection and demolition](#).
- A letter from the natural gas utility company, Nicor, or the owner that provided the anticipated date of termination by the natural gas service provider, if applicable. Review [Nicor requirements for stopping service](#).
- 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.

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

All Demolition Permits

- o Verify the completeness and clarity of the Site Plan.
- o Verify the notarized letter from property owner stating the intentions to demolish a structure.
- o Verify the notarized letter from the Utility Companies (ComEd, Nicor, etc) stating the services have been disconnected.

Demolition of a Single Family Residence

- o Verify the extent of demolition and identify any dependent structures that could be affected by the demolition.
- o Verify the point of termination for the electrical service, verify all service feeders to remain.
- o Verify the point of termination for the gas service, verify all service pipe to remain.
- o Verify location of the septic system and well, approval required from the MC Department of Health

Demolition of a Residential Accessory Structure

- o Verify the extent of demolition and identify any dependent structures that could be affected by the demolition.
- o Verify the point of termination for the electrical service, verify all service feeders to remain.
- o Verify the point of termination for the gas service, verify all service pipe to remain.
- o If applicable, verify location of the septic system and well, approval required from the MC Department of Health

NOTES: _____

ON-SITE INSPECTIONS CHECKLIST (may be used by Applicant for further clarification of the inspection process)

Final Inspection

- Verify disconnect of utilities, gas and electric.
- Verify proper termination of existing utility feeders or supply lines to remain
- Verify the extent of demolition and ground disturbance related to the demolition.
- Identify any dependent structures or existing condition that could be affected by the demolition.
- Verify construction waste and debris is removed according to the approved plans.

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 RESIDENTIAL DEMOLITION

OWNER/PRIMARY CONTACT INFORMATION

Property Owner's Name: _____
 Company Name (if any): _____
 Project 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: _____
 \$ _____ Approximate value of proposed work
 _____-sf Area of existing structure
 _____-ft Depth of existing basement or crawlspace. If slab on grade, provide the foundation depth.
 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.
Structural / Gen. Y N Will the foundation be removed? If yes, provide complete foundation dimensions
 Y N Are there any adjacent or dependent structures that are scheduled to remain
Electrical Service feed: Underground / Overhead Y N Letter from the Electrical Service Company (ComEd)
Mechanical Gas Service: Liq. Propane (LP) / Natural Gas Y N Letter from the Natural Gas Company (Nicor)
Sanitary Y N Will the well be removed? Y N Will the septic system be removed?
 An abandonment permit through the MCDH is required unless a new single family residence is scheduled for construction

CONTRACTOR/SUB-CONTRACTOR INFORMATION

Excavator: _____ Electrician: _____
 Engineer: _____ General/Other: _____

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: _____



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www.co.mchenry.il.us/plandev

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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.

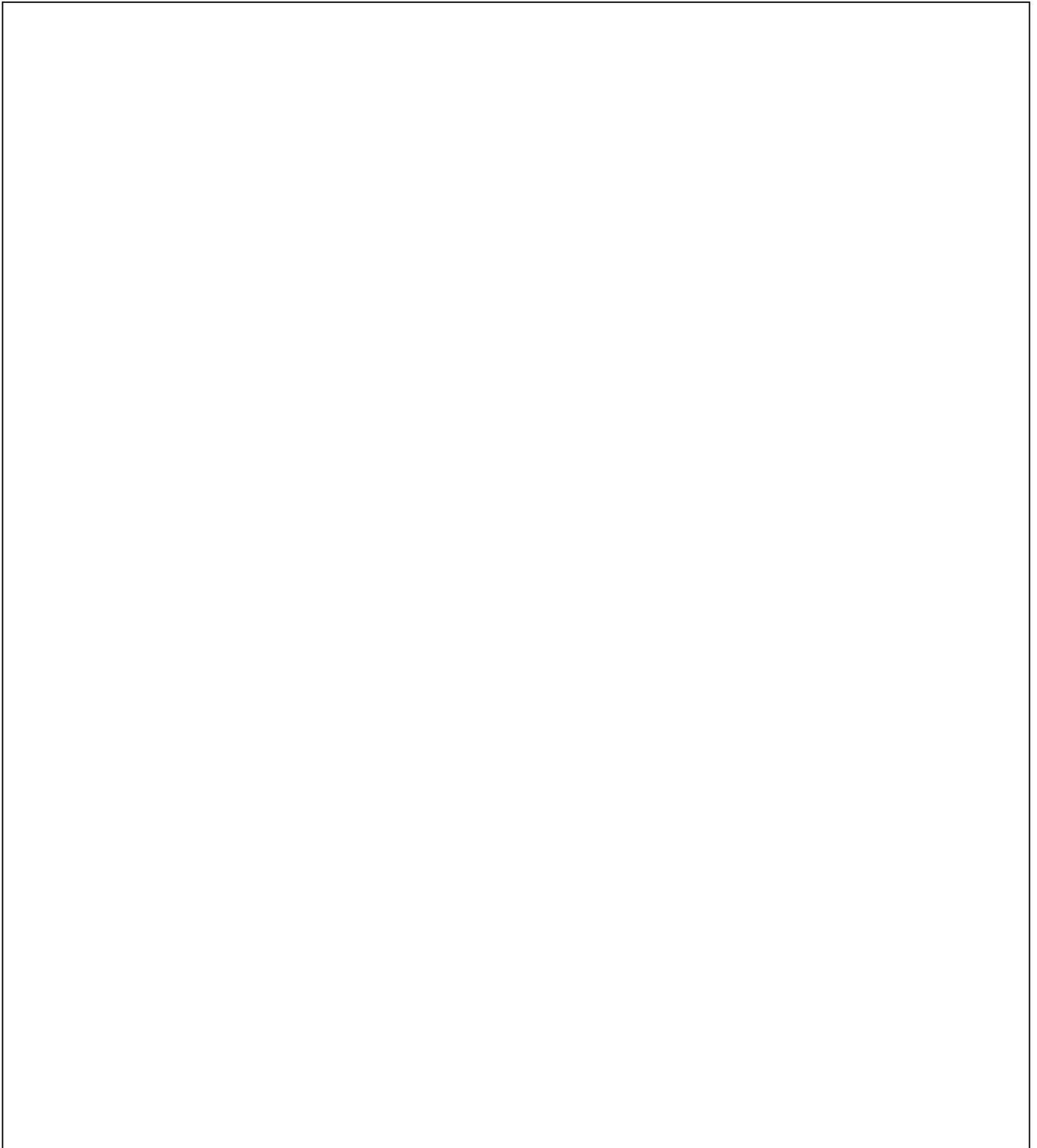
SITE PLAN

Address: _____

PIN: _____

N

(draw arrow)



Parcel Size: _____

Drawing Scale: _____

Permit # _____

(for office use only)