



COMMERCIAL DEMOLITION PERMIT APPLICANT CHECKLIST

The purpose of this form is to inform applicants of: 1) the requirements for building permits and stormwater permits for commercial 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 commercial demolition project consists of the complete removal (demolition) of a primary or accessory structure that is occupied, open, or made open to the public. This checklist is purposely brief and does not replace consulting the County's adopted ordinances or requirements of the State of Illinois.

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 COMMERCIAL 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).
- Notarized letter from the property owner authorizing the demolition of the commercial building.
 - o If ownership is not clear, then proof of ownership will be required.
- A valid photo ID of the person applying for the permit.
- Site/Work Plan prepared by a design professional licensed in the State of Illinois that identifies and details the proposed scope of work. Provide three (3) sets of the plans with, at a minimum, the following information:
 - o List the applicable Building Codes and McHenry County Amendments
 - o Locate the structure being demolished in relation to other permanent structures on or adjacent to the site and the property lines.
 - o Footprint dimensions, area, and number of stories of the structure being demolished.
 - o Specify the depth of the basement or foundation, as applicable.
 - o Locate the termination point of the existing electrical service and any service feeders to remain.
 - o Locate the termination point of the existing gas service and any service pipe to remain.
 - o Locate the septic system and domestic water well.
 - A septic / well abandonment permit is required from the MC Department of Health.
 - o Identify the extent of site demolition such as trees, driveway, walkways, and other structures.
- Documentation within the work plans or a letter from the design professional of record confirming the status of Asbestos Containing Building Material (ACBM) as it relates to the proposed scope of work.
 - o Applicants must contact the Illinois Environmental Protection Agency (IEPA) if the projects involves the disturbance or abatement of ACBM. If ACBM is present or discovered to be present and scheduled for disturbance or abatement, the applicant must provide a copy of test results, a copy of the [Project Notification Form](#), and the notice of approval / receipt from the IEPA and/or the Illinois Department of Public Health (IDPH), as applicable.
 - Abatement projects that disturb between 9-sf and 160-sf or up to 260-lf and all school projects shall be submitted to the [IDPH](#) for notification.

- Abatement projects that disturb more than 160-sf or 260-lf shall be submitted to the [IEPA](#).
- A notarized letter from the owner or a letter from ComEd / electrical service provider that lists the service inspection date and the anticipated date of termination. [ComEd requirements for disconnection and demolition](#).
- A notarized letter from the owner or a letter from Nicor / gas utility company that lists the date of termination for the natural gas service. [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

- Verify ownership of the property and cross reference the notarized letter from property owner stating the intentions to demolish a structure.
- Verify the dates of the utility inspections and/or the termination dates listed in the letter from the Utility Companies (ComEd, Nicor, etc.) stating the date of termination of services.
- Verify the extent of demolition and identify any dependent structures that could be affected by the demolition.

- Verify the point of termination for the electrical service and ensure any service feeders to remain are located
- Verify the point of termination for the gas service and ensure that any service pipe to remain is located.
- Locate the septic system and well. Verify well and septic abandonment approval from the MC Department of Health.
- Verify scope of work with regard to ACM removal or disturbance.

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 scheduled to remain
- Verify the extent of demolition and ground disturbance related to the demolition.
- Identify any dependent structures or existing condition that may have been affected by the demolition.
- Verify construction waste and debris is removed according to the approved plans.

NOTES: _____



McHenry County
Department of Planning and Development
 www.co.mchenry.il.us/PlanDev p: 815-334-4560 f: 815-337-3720

For internal use only

Permit #: _____
 Zoning: _____
 Date: _____
 Twp Road _____
 Jurisdiction: _____

PERMIT APPLICATION FOR COMMERCIAL DEMOLITION

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: _____ - _____ - _____ - _____ - _____ Project Address: _____
Parcel/tax numbers can be found at: www.mchenrycountygis.org/planning Lot: _____ Block: _____

PROJECT INFORMATION

Project Description:
 \$ _____ Approximate value of proposed work
 _____ -sq Area of existing structure
 _____ -ft Depth of existing basement or crawlspace. If slab on grade, provide the foundation depth.
 Is there any proposed grading, trenching, excavation, etc? (If yes, provide the area of disturbance) _____ -sq.ft.
 Is there any proposed impervious area? (If yes, provide the area of the proposed impervious surfaces) _____ -sq. ft.

Structural / Gen. Will the foundation be removed? *f yes, provide complete foundation dimensions*
 Are there any adjacent or dependent structures that are scheduled to remain
Electrical Service feed: Underground / Overhead Letter from the Electrical Service Company (ComEd)
Mechanical Gas Service: Liq. Propane (LP) / Natural Gas Letter from the Natural Gas Company (Nicor)
Sanitary Will the well be removed? 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

Architect _____ Excavator _____
 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: _____



McHenry County
Department of Planning and Development

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
P: 815-334-4560 **F:** 815-337-3720

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.

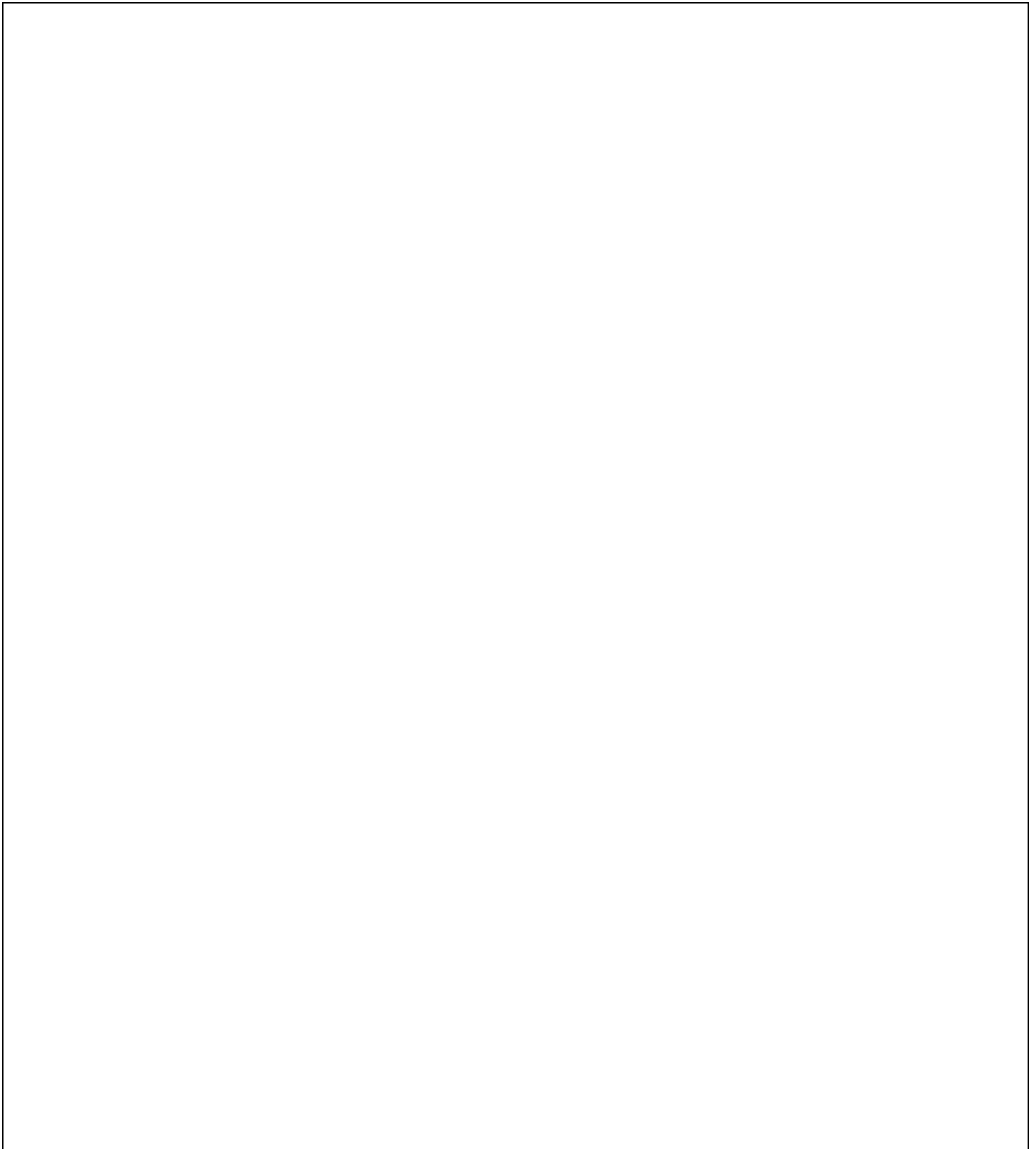
SITE PLAN

Address: _____

PIN: _____

N

(draw arrow)



Parcel Size: _____

Drawing Scale: _____

Permit # _____

(for office use only)