



ALTERATION OF A COMMERCIAL STRUCTURE APPLICANT CHECKLIST

The purpose of this form is to inform applicants of: 1) the requirements for building permits and stormwater permits for alterations to commercial structures; 2) the standards that staff will employ in reviewing permit submittals; and 3) the items that staff will check during inspections. A Commercial Structure is a building or structure used or intended for use by the public or by employees. 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 ALTERATIONS OF A COMMERCIAL STRUCTURE".
- Current plat of survey (unless the Planning Division determines that one is not necessary). Contact the Planning Division to verify if a plat of survey is on record and available for your parcel.
- 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.
- 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.
- Three (3) sets of [construction documents](#) prepared by a design professional licensed in the State of Illinois that define the scope of the work. Plans should be 1/4"=1'-0" or scaled to clearly identify and detail the proposed scope of work and demonstrate compliance. For additional construction document requirements refer to [IBC 106.1](#). Construction documents shall include, but are not limited to, the following:
 - o [Code Compliance Legend\(s\)](#):
 - List the applicable Basis of Design Building Codes and McHenry County Amendments
 - Title (or first sheet of all bound sets) shall be signed, sealed, and dated by an [Architect or an appropriate design professional](#) licensed in the State of Illinois
 - Define proposed / changed Occupancy Use Group(s):
 - Provide existing Construction Type, Occupancy Use Group Classification and Occupant Load in areas of work.
 - Specify Proposed Occupancy Use Group Classification(s), Occupant Load, and an approximate area of the occupancy.
 - o Reference floor plan(s) may be required if occupancy is not clearly defined.

- Specify all Mixed Use Occupancy Use Groups, Occupant Loads, and Area of each Occupancy
 - Provide Basis of Design loads and materials as applicable to the scope including but not limited to:
 - Roof, Floor, Lateral/Wind, Soil Bearing, etc.
- Life Safety & Accessibility Plan(s):
 - Indicate and label rooms/spaces for each occupied space and level.
 - Indicate Occupant Loads as required by space and use.
 - Indicate the Paths of Travel, Actual Travel Distances, Allowed Travel Distances, EM Lighting, and Exit Signs with directional indicators as appropriate for each space.
 - Indicate the accessible route from site to all newly improved or renovated interior spaces.
 - Provide Furniture, Fixtures, and Equipment layouts that may interfere with the accessible route
 - Additional Accessibility improvements may be required based on the volume of work.
 - Label and specify rated assemblies as required by allowable area and mixed use occupancies.
 - Provide UL listing for each required assembly; wall, roof, floor, etc.
 - Documentation within the construction documents or submittal confirming the status of Asbestos Containing Building Material (ACBM) as it relates to the proposed scope of work.
- Construction Plans:
 - Floor, Reflected Ceiling, & Roof Plans, and Building Elevations detailing the proposed scope of work and building systems including, but not limited to, the following:
 - Structural
 - Mechanical (HVAC)
 - Electrical
 - Plumbing
 - Fire Alarm / Fire Suppression; coordination and approval from the appropriate Fire District required. Proposed plans will be transmitted from this office to the appropriate Fire District.
 - Specialty use equipment or conveyance
- Detailed Section(s): Scale to 1/2"=1'-0" or to clearly identify and detail the proposed scope of work and any special construction or systems. Typical details requested include, but are not limited to:
 - Bearing wall section(s)
 - Fire Partition/Wall/Barrier specifications with appropriate UL listings.
 - Additional plans, sections, details, or specifications may be requested by the Building Enforcement Officer to clearly demonstrate the intent of the proposed project or special conditions.
- Energy Efficiency Specifications:
 - Provide the Energy Efficiency Prescriptive specifications for the Building Thermal Envelope and systems as proposed for Climate Zone 5 OR a compliant COMcheck report that demonstrates compliance through UA Trade-offs.
 - Specify proposed or modified building envelope; walls, floors, glazing, and roof
 - Specify building systems as appropriate to the scope of work.
- Copy of State roofer's license and plumber's license, registration, & letter of intent on company letterhead, as applicable
- McHenry County Health Department approval prior to issuing the permit.
- 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.
 - 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](#).

- 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 picking up 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. Dept. of Health 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.)

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
 - Grading in floodplain may require compensatory storage
 - Limits of wetlands & buffers, if necessary
 - Other requirements, as appropriate

NOTES: _____

BUILDING PLANS: as applicable to the proposed work or as impacted by the alteration

General Compliance Review

- Verify appropriate Building Codes and Amendments are listed [McHenry County Building Codes](#)
- Verify Type of Construction proposed is consistent with that detailed [\[IBC 602\]](#)
- Evaluate the Existing Building as proposed/change of use and Existing Building (Chapter 34)
 - Verify the Use and Occupancy Classifications are listed with proposed areas for each classification [\[IBC 301\]](#)
 - Verify Area and Height are within allowable limits for Use [\[IBC 503.1\]](#)

- Verify the Occupant Load and Use as appropriate to the space
- Verify Occupancy separations/partitions are listed and located in accordance Mixed Use Groups [\[IBC 508\]](#)
- Coordinate with the appropriate of the Fire District for implementation of the Fire Code and Fire Review.
 - Use and Occupancy requirements related to separations, suppression, etc.
 - Change of Use in an Existing Building Evaluation, if necessary.

Building Review

- Verify Roof Live, Dead, and Snow Load/Live Loads are appropriate to demand if modified [\[IBC 1607.1 & 1608.2\]](#)
- Verify Uniformly Distributed Live Loads are listed appropriately if modified [\[IBC 1602.1\]](#)
- Verify adequacy of concrete slabs where modified:
 - 3-½" Slab Thickness & 4" base course, minimum, and 6-mil vapor barrier provided if conditioned [\[IBC 1910.1\]](#)
 - Floor drains required for vehicle repair, vehicle storage areas, and per appliance requirements [\[ILPC 890.520\]](#)
 - *Coordinate special waste holding tank requirements with the McHenry County Department of Health.*
- Verify continuity and adequacy of proposed construction:
 - Confirm proposed floor/mezzanine structure
 - Confirm roof construction and roof mounted equipment is located and supported.
 - Confirm ceiling construction and any ceiling mounted equipment.

Accessibility & Egress Review

- Determine extent of improvements required for additional Accessibility compliance [\[IAC 410.510 b\) & c\)\]](#)
 - Less than 15% of the reproduction cost of the facility
 - Between 15% - 50% of the reproduction cost of the facility and LESS than \$100,000. (Other than State Owned)
 - Greater than 50% of the reproduction cost of the facility
- Review the principal elevations and slopes for Paths of Travel from parking to interior space(s) [\[IAC 400.310 a\)-k\)\]](#)
- Verify compliance of the accessible routes based on the proposed use & construction documents. [\[IAC 400.320\]](#)
- Verify number of Exit and Exit Access Doorways are compliant with the proposed occupant load [\[IBC 1015.1\]](#)
- Verify Actual Travel Distances compared to Allowed Travel Distances for proposed Use. [\[IBC 1007.1\]](#)
- Verify width and construction of new or repurposed corridors and exit ways [\[IBC 1017.1&.2\]](#)
- Specify, dimension and locate landing(s) at new or modified egress doors [\[IBC 1008.1.5\]](#)
- Verify minimum room dimensions are met; 7'-0" plan and 7'-6" height if occupiable [\[IBC 1208\]](#)
- Verify proposed vertical circulation; width, riser, tread, and railing construction [\[IBC 1009\]](#)

Electrical Review

- Verify location of electrical service, equipment, and distribution panels.
 - Verify size, location, components, and grounding of any new service, equipment, etc.
- Electrical Panel working clearance of 30"W x 36"D x 78"H (Above Finished Floor)
- Verify placement and specifications Exit and Emergency Egress lighting [\[IBC 1006\]](#)
- Verify electrical receptacle, switching, and lighting outlet locations for all new installations
- Verify all wet area outlets to have Ground-Fault Circuit-Interrupter protection
- Exterior receptacles shall be GFCI *and* have a weatherproof box/cover

Plumbing Review

- Verify proposed fixture count complies with the minimum fixture counts for the proposed Use [\[ILPC Sec890.APP A Tbl B\]](#)
- Specify discharge of sanitary waste, ejector pit required if not via gravity. [\[ILPC Sec890.1360\]](#)
- Stack vent or vent stack is no smaller than 3-inches. [\[ILPC Sec890.1420\]](#)
- Verify the water-heater specifications and performance efficiency [\[IECC C404.2\]](#)
- Verify proper hot water piping insulation is specified [\[IECC C404.5\]](#)
- Verify compliance of the Plumbing system and components based on the proposed use & construction documents

HVAC Review

- Verify capacity of heating and cooling equipment and systems complies with ASHREA/ACCA Std 183 [\[IECC C403.2.1-2\]](#)
- Installation Instructions for each gas fired unit [\[M1307.1\]](#)
- Verify adequate and appropriate ventilation rates are specified [\[IMC Tbl 403.3\]](#)
- Verify location, type, and size of gas service line and equipment connection points [\[IFGC 401\]](#)
- Verify compliance of the HVAC system and components based on the proposed use & construction documents

Energy Efficiency Review

- Verify the building thermal envelope specified in the drawings matches that specified in [COMcheck](#)
- Verify building thermal envelope, insulation, and efficiencies of units comply with the [2015 IECC](#)
- Verify connected interior lighting power complies with proposed building use, [Building Area Method](#) [\[IECC C405.5.1\]](#)
- Verify Interior Lighting Controls and Lighting Reduction Controls (Occupancy Sensors) [\[IECC C405.2\]](#)
- Verify Exterior Lighting Controls and building / grounds lighting power (Timers) [\[IECC C405.5\]](#)

Miscellaneous Items Required Prior to Issuance

- Copy of Plumber's License, Registration, and Letter of Intent
- Copy of Roofer's License roofing system other than a metal roof
- Verify location complies with MC Dept. of Health well and septic setback requirements [\[MCDH Environmental Apps\]](#)
- Verify township road commissioner, MCDOT, or IDOT approval received, if required

NOTES: _____

ON-SITE INSPECTIONS**Soil Erosion and Sediment Control (if required)**

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

Footings Inspection (if required)

- 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 (diameter and depth), layout, and location of perimeter footing, piers, posts, or augers are per plan.
- If anchoring to grade with augers or rods:
 - o Clearly designate location of structure by scarifying earth, excavation, or marking building perimeter.
 - o Present 30" (minimum) augers or rods to inspector and stake the proposed locations of each rod.
- Verify sizing (width, depth, and thickness) of interior/isolated footings.
- Verify placement of reinforcing steel, if required.

Backfill Inspection (if required)

- Verify sub-base thickness for concrete slab.
 - o If conditioned, verify placement of vapor barrier.
- Verify the approved concrete slab thickness is capable of being placed.
 - o Elevation marks or stakes at each slab edge may be required to demonstrate.
- Verify placement, size, and spacing anchor bolts per plan.

Electrical Service Inspection (if applicable)

- Approval required prior to energizing the system
- Verify service feed clearances / coverage, conductor size and type, and sealed raceway
- Verify service grounding type and installation
- Verify conductor raceway is sealed and installation is consistent with equipment
- Verify panel location and working clearances
- Verify installation of bonding bushings, jumpers

Rough Framing Inspection (if required)

- Required if interior walls are to be concealed by a finished sheathing*
- If pre-engineered trusses, certified truss certificates shall be submitted prior to scheduling the Rough Framing Inspection*
- Verify concrete slab is positively sloped towards overhead door or floor drain
- Verify sill plate is treated and at least two (2) anchor bolts are provided per plate
- Verify location and construction of Fire Walls, *refer to special inspections*
- If applicable, verify framed floor sizing, spacing, spans, grade, lateral bracing and anchoring
 - o If composite joists, the manufacturer's installation instructions may be requested during inspection
- Verify framed wall sizing, spacing, height, grade and nailing patterns.
- Verify beam/headers match approved specifications and spans.
- Verify beam/header bearing, anchoring, and lateral bracing.

- Verify sheathing and/or lateral wall bracing locations and anchoring methods.
- Verify ceiling joists sizing, spacing, spans, grade, lateral bracing, and anchoring.
 - If composite joists, the manufacturer's installation instructions may be requested during inspection.
- Verify rafter sizing, spacing, and spans in each roof area per plans.
- Verify anchoring to joists and double top plate
 - Pre-engineered roof trusses shall be anchored per the design professional's requirements
- Verify rafter/truss field connections of truss clips and uplift connectors.
- Verify roof sheathing sizing and installation pattern, and plywood clips (as required)
- If applicable, verify attic ventilation is unobstructed and adequate.
- If applicable, verify stair framing and clearances.
- Verify adequacy of the accessible means of egress as appropriate to the scope of work
- Verify location and installation of safety glazing.
- Verify general construction and means of egress per plan.

Rough Electric (if required)

- Verify proper trench depth for conductor type.
- Verify disconnect/shut off is properly located.
- Verify conductor sizing, proper routing, and support of raceways or cable.
- Verify grounding conductor continuity to main panel.
- Verify all systems and any components that may become energized are properly bonded.
- Verify EM lighting and Egress Directional lights box location and feed.

Rough Plumbing Inspection (if required)

- Verify service entry into building is frost protected.
- Verify location and pitch of sanitary discharge.
- Verify ejector pit installation and discharge point.
- Verify proper use of materials and connections.
- Verify sizing, proper routing, insulation, and support of domestic water distribution system.
- Verify sizing, proper routing, support, and extension of plumbing vents.
- Verify adequate support and anchoring of each plumbing fixture.
- Verify water distribution, if metallic, is properly bonded.
- Verify equipment matches that proposed.
 - The manufacturer's installation instructions may be requested during inspection.
- Verify temperature controls and hot water system controls are set and functional.

Rough HVAC Inspection (if required)

- Verify connections, support, and separation is adequate for furnace or other heating accessory(s).
 - The manufacturer's installation instructions may be requested during inspection.
- Verify disconnect/shut off is properly located.
- Verify installation of Smoke Dampers
- Verify adequate sizing, routing, insulation (if required) and support of duct.
- Verify adequacy, tees, valves, and connections of the fuel distribution lines.
- Verify all system components that may become energized are properly bonded.

Insulation Inspection (if required)

- Verify Thermal Envelope installed complies with the Prescriptive Specifications approved for Climate Zone 5 [\[IECC C402.2\]](#)
- Verify Building Thermal Envelope components not specifically listed shall comply with [IECC Section 402](#)
- Verify building components and openings are sealed and securely installed.

Special Inspections (if required)

- Verify Placement of Rebar or other structural elements that may be concealed at certain phases of construction
- Verify installation of approved Fire Resistance construction
 - Rated Wall, Fire Barrier, Fire Partition, Fire Door, Fusible Links etc.
- Verify installation and operation of elevator or vertical conveyance system, if applicable, by third party
- Verify installation and operation of sprinkler system, if applicable, by third party
- Verify installation and stabilization of the approved parking lot and associated landscaping

Final Inspection

- Verify final building heights and other zoning requirements
- Verify location and installation of safety glazing
- Verify completion of siding and roofing per plans
- Verify the location and installation of fixed furniture complies with the accessible / means of egress
- Verify final installations, dimensions, continuity, and functionality of the building systems and components comply with the Illinois Accessibility Code requirements
- Verify electric continuity and GFCI operation
- Verify Panel/Subpanel is properly labeled
- Verify plumbing installations, materials, and functionality of the system
- Verify functionality of HVAC Equipment and stability of the system and components
 - Third party test and balance reports shall be provided to the inspector(s) upon request
- Verify functionality of EM lighting and Egress Directional indicators as well as backup Verify complete means of egress; landing dimensions and elevations, stair rise and run, hand/guard railings installations
- Verify Signage is installed per plan, in appropriate locations, and elevation
- Verify Parking lot is installed per plan
- 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 ALTERATIONS OF A COMMERCIAL STRUCTURE

OWNER/PRIMARY CONTACT INFORMATION

Property Owner's Name: _____

Company Name (if any): _____

Address: _____

Address: _____

Phone: _____

Use Email As Preferred Correspondence Method: Yes No

Email Address: _____

Preferred Method of Permit Release: Pick-up Mail

This section required if primary contact is different than the owner

Primary Contact: _____

Company Name (if any): _____

Address: _____

Address: _____

Phone: _____

Email Address: _____

PROPERTY INFORMATION

Parcel/Tax Number: _____ - _____ - _____ - _____

Project Address: _____

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

Lot: _____ Block: _____

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 permit documents.

Signature: _____

Date: _____

In order to receive a permit for a single family residence, the following statements must be completed.

STATEMENT OF AUTHORIZATION FOR STORMWATER MANAGEMENT

(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: _____

FIRE PROTECTION DISTRICT COMPLIANCE AFFIDAVIT

I, _____, owner of the parcel identified by McHenry County PIN# _____ - _____ - _____ - _____ do hereby acknowledge that as the owner of said property I am responsible for ensuring that building construction on my property complies with the requirements of the Fire Protection District having jurisdiction over the property.

Owner's Signature: _____

Date: _____

Notary Public: _____

Signed and sworn to before me this _____ day of _____, _____

TURN OVER TO COMPLETE PERMIT APPLICATION

MCHENRY COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT

Parcel/Tax Number: _____ - _____ - _____ - _____	Permit #: _____
Project Address: _____	

PROJECT INFORMATION

Project Description: _____

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

_____ - sq. ft. Total area of habitable/occupiable space to be constructed or otherwise modified under this permit

_____ -sty _____ -ft Number of Existing Stories and Building Height

_____ Existing Occupancy Classification, Sec. 302 (e.g. A-3: Art Gallery, B: Car Wash, etc.)

_____ Construction Type of the Existing Structure(s), Sec. 602

_____ Proposed Occupancy Classification and Description, Sec. 302 (e.g. A-3: Art Gallery, B: Car Wash, etc.)

_____ - sq. ft. Area of Principle Buidling Occupancy

_____ Mixed Use Occupancies (non-incidentual occupancies), Sec. 508

_____ - sq. ft. Area of Secondary Buidling Occupancy

C: _____ A: _____ (C) Calculated Occupancy Load for the Building & (A) Actual Occupants for the Building

Y N Will any part of the building be protected by a fire supression system?

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

_____ sq. ft. Proposed disturbance area (where buildings/driveways are placed plus where soil is graded, vegetation removed, etc.)

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

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

Y N Will any work occur within road rights-of-way? *If yes, provide road district approval letter*

Y N Will you be demolishing an existing structure?

Y N Will any work occur on neighboring properties? *If yes, provide property owner approval letter*

Y N Will any additional structural components be installed (retaining wall, seawall, foundation)? *If yes, provide type:*

CONTRACTOR/SUB-CONTRACTOR INFORMATION (as applicable)

	Name &/or Company	Phone	Email
Architect		() - -	
Engineer:		() - -	
Roofer:		() - -	
Roofer License #:		() - -	
Plumber:		() - -	
Plumber Lic. & Reg. #:		() - -	



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: 815-334-4546

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.

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.

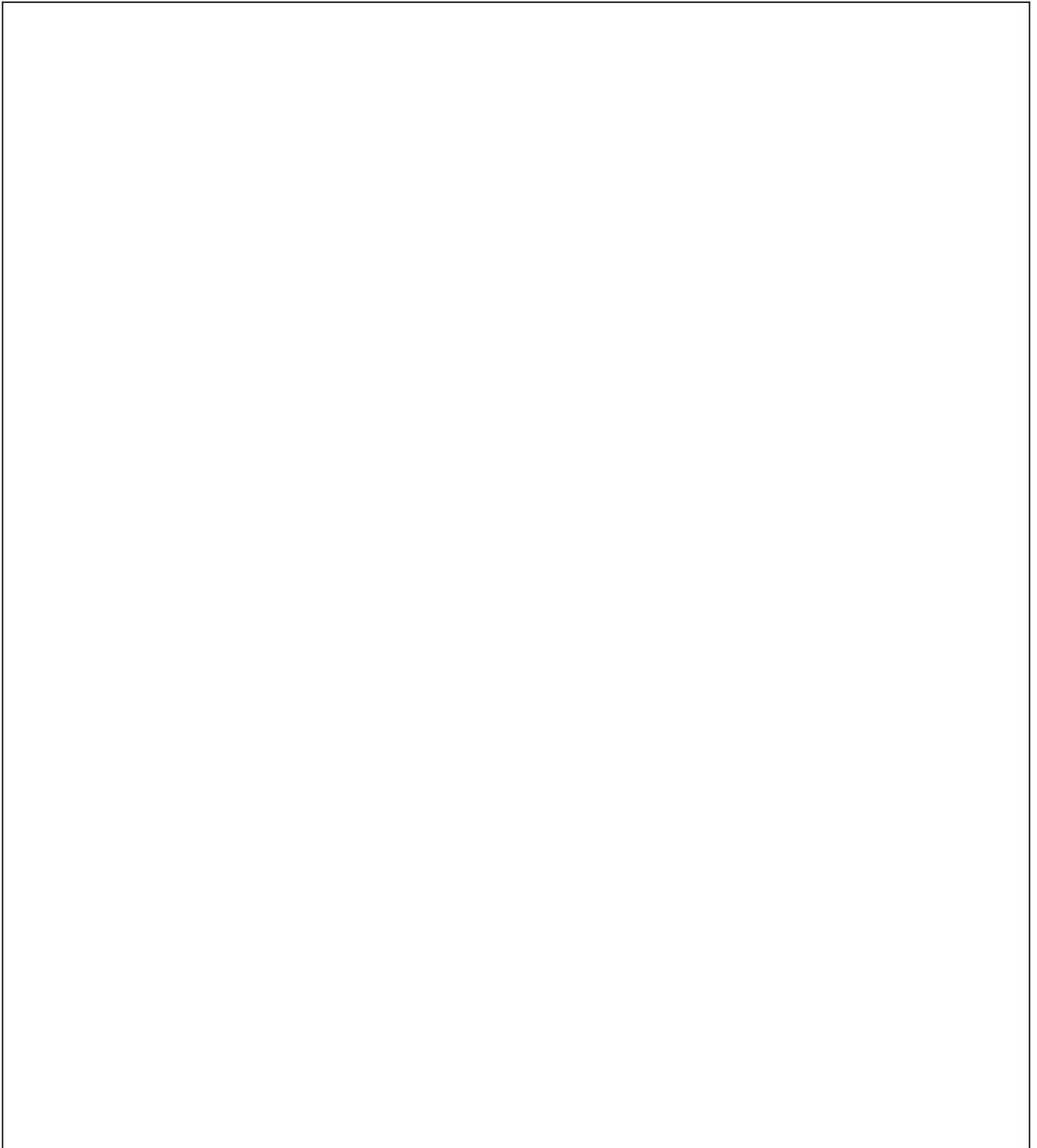
SITE PLAN

Address: _____

PIN: _____

N

(draw arrow)



Parcel Size: _____

Drawing Scale: _____

Permit # _____
(for office use only)