



## COMMERCIAL 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/walkways; 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/walkways are structures that are not habitable and serve as an accessory use to the primary use of the commercial 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 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](http://www.co.mchenry.il.us/PlanDevOrdinances).

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

- Completed "PERMIT APPLICATION FOR COMMERCIAL STRUCTURES".
- 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](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.
- 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 Plan/Legend](#):
    - 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
    - Provide existing Construction Type, Occupancy Use Group Classification and areas of each Occupancy impacted by the proposed work.
      - Provide the floor area of the building and the number of levels/stories.
      - A complete reference floor plan(s) may be required if the use and areas of occupancy are not clearly defined.
    - Provide Basis of Design loads and building materials (dimensional lumber, engineered lumber, steel, etc.) as applicable to the scope including but not limited to:

- Roof, Floor, Lateral/Wind, Soil Bearing, etc.
  - Life Safety & Accessibility Plan(s):
    - Indicate the adjusted Paths of Travel, Actual Travel Distances, Allowed Travel Distances, EM Lighting, and Exit Signs with directional indicators as impacted by the scope of work.
      - Reference floor plan(s) may be required if adequate emergency egress is not clearly defined.
    - Indicate the accessible route from interior spaces to site and demonstrate impact of the proposed scope.
      - Provide Furniture, Fixtures, and Equipment layouts
      - Additional accessibility improvements may be required based on the volume and value of work.
  - Construction Plans:
    - Provide Floor, Foundation/Pier, Roof, Framing Plans, and Elevations detailing the proposed scope of work and any modifications to the existing building or its 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 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.
- For enclosed/covered decks, gazebos, and covered porches/walkways a roofer's state roofing license is required
- McHenry County Department of Health approval – Required if P&D is unable to determine that the proposed development will meet McHenry Co. Department of Health 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.)

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

### 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 [\[IBC 602\]](#)
- Verify the Use and Occupancy Classifications are listed with proposed areas and appropriate to the space [\[IBC 301\]](#)
- Verify the Occupant Load and Use
- Verify Area, Height, and with allowable limits for Use [\[IBC 503.1\]](#)
- Verify Occupancy separations/partitions are listed and located in accordance Mixed Use Groups [\[IBC 508\]](#)
- Verify the basis of design soil bearing capacity is provided [\[IBC 1804.2\]](#)
  - If Presumptive load-bearing values are not provided, apparent soil bearing capacity from the McHenry County Soil Survey are used. [\[IBC 1802.2-.6\]](#)
- Verify Roof Live, Dead, and Snow Load/Live Loads are appropriate if modified [\[IBC 1607.1 & 1608.2\]](#)
- Verify Uniformly Distributed Live Loads are listed appropriately if modified [\[IBC 1602.1\]](#)
- A general compliance review of the proposed project and components that are specific to your project.

### Structural Review

- Acceptable Foundations:
  - Piers shall extend below the frost line, 42" below grade, minimum. [\[IBC 1805.2.1\]](#)
  - Verify pier diameter relative to the apparent soils and the proposed tributary loads
- All wood framing and components shall be Preservative-Pressure-Treated. [\[IBC 2304.11\]](#)
- Verify continuity and adequacy of proposed construction:
  - Verify continuity of the structural members
  - Verify maintained continuity and integrity of existing building systems.
- Verify proposed framed floor construction (if not concrete): [\[IBC 2308.8\(1\)\]](#)
  - Confirm floor joists (2x8, 2x10, or 2x12) and spacing (12", 16", 19.2", or 24" o.c.) are specified.
  - Confirm the unsupported span(s) of each set of floor joists.
- Verify adequacy of beams spans with loading condition(s). [\[IBC 2308.9.5\]](#)
- Check for 1-1/2" bearing at ends of each beam and joist (**no thru-bolt connection.**) [\[IBC 2308.8.1\]](#)
  - *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.
- Verify adequacy and continuity of framed wall construction as applicable [\[R602.3\(5\)\]](#)
- Verify adequacy and continuity of ceiling construction as applicable [\[R802.4.\(1 & 2\)\]](#)
- Verify adequacy and continuity of roof framing as applicable

- 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.*
- Verify Roofing Assembly requirements.
  - Roof Sheathing adequate for rafter spacing. [\[R503.2.1.1\(1\)\]](#)
  - Roof Slope provided for all roof areas; assembly requirements vary by slope [\[IRC R905\]](#)

**Egress and Barrier Review**

- Verify continuity of emergency means of egress [\[IBC 1003.1-7\]](#)
- Verify continuity or establish (if required) accessible path of egress
- Verify the stairway width is adequate for the occupant load. [\[IBC 1009.1\]](#)
- Verify a 36" x width of the stair landing is provide at bottom of stair runs [\[IBC 1009.4\]](#)
- Minimum headroom clearance at any stair shall be 6'-8". [\[IBC 1009.2\]](#)
- Maximum stair riser shall be 7" with a maximum (4" minimum). [\[IBC 1009.3\]](#)
- Minimum tread depth shall be 11" nosing to nosing. [\[IBC 1009.3\]](#)
- Open risers not to exceed 4" opening, triangular space created by the stairs & railing to be 6" max. [\[IBC 1013.2\]](#)
- Stairs with 4 or more risers require a handrail between 34"-38" off each leading edge of stair. [\[IBC 1012.2\]](#)
- Guardrails must be min 42" tall if deck is 30" or more above adjacent walking surface. [\[IBC 1013.2\]](#)
- Openings in Handrails and Guard rails must not exceed 4". [\[IBC 1012.\]](#)
- 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". [\[IBC 1012.3\]](#)
- Stair must have adequate illumination, [\[IBC 1006.1-4\]](#)

**Electrical Review (if applicable)**

- Exterior receptacles shall be GFCI *and* have a weatherproof box/cover.
- Verify continuity of electrical system, equipment, and components.

**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

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

**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

**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



**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 STRUCTURES**

**OWNER/PRIMARY CONTACT INFORMATION**

Property Owner's Name: \_\_\_\_\_

Company Name (if any): \_\_\_\_\_

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: \_\_\_\_\_

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

\_\_\_\_\_-sty \_\_\_\_\_-ft Number of Stories and Building Height

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

\_\_\_\_\_ Construction Type of the Proposed Structure, Sec. 602

\_\_\_\_\_ - 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. #:		( ) - -	
Excavator:		( ) - -	
Concrete Contractor:		( ) - -	
Electrician:		( ) - -	
HVAC Contractor:		( ) - -	



**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:** 815-337-3720

## **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](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.

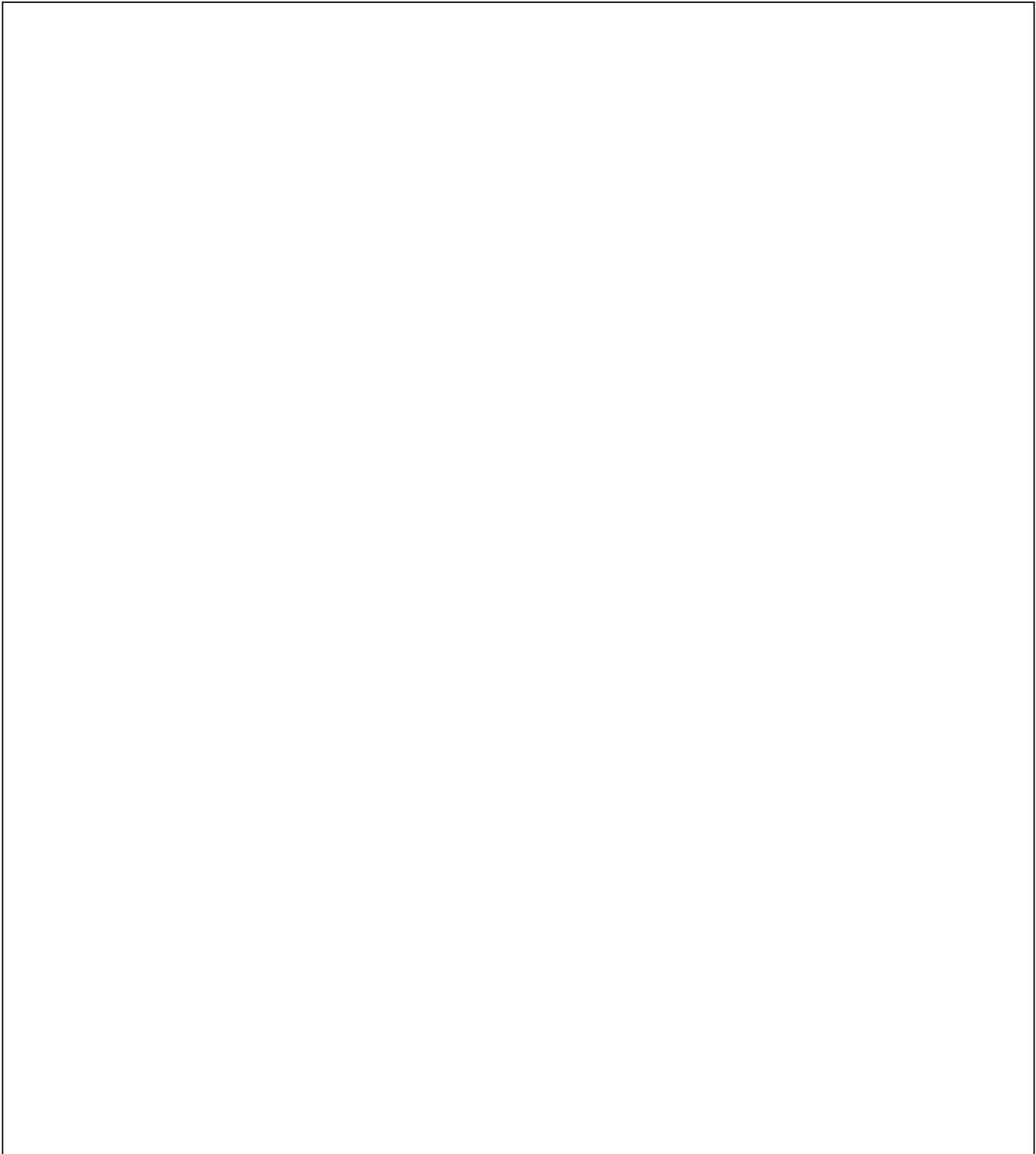
**SITE PLAN**

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

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

**N**

(draw arrow)



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

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

**Permit #** \_\_\_\_\_  
(for office use only)