



**CITY OF GENEVA  
BUILDING DIVISION**  
109 JAMES STREET  
GENEVA, IL 60134  
630/262.0280  
630/262.0286 fax  
[www.geneva.il.us](http://www.geneva.il.us)

## Roof Replacement Permit Information

Revised: 3/18/2015

A building permit is required prior to replacing a roof. The following are guidelines and comments for obtaining a building permit.

### Application and Drawing Procedures:

- An Application for Permit is to be filled out and submitted to the Building Division.
- For any property that is a designated landmark or within the Historic Preservation District, approval is required by the Historic Preservation Commission prior to obtaining a permit through the Building Division. Please contact Michael Lambert at 630 938-4541 or [mlambert@geneva.il.us](mailto:mlambert@geneva.il.us) for more information.
- Roofing work on a residential project may be done by the owner only if he/she is the occupant and it is a residential home. If anyone other than the owner and occupant is installing the roof or if it is a commercial property, the work must be done by an Illinois licensed roofer. The individual or company must provide a copy of their Illinois State Roofing License and a letter of intent on their letterhead stating they are replacing the roof at the specific address.
- Permit fee is paid and the permit can be issued over the counter.

### Fees:

- **Roofing Permit Fee:** \$75.00 to be paid when the permit is issued.
- **Re-inspection fee:** \$75.00 to be paid prior to re-inspection if an inspection has failed.
- We accept cash, check (made payable to the City of Geneva), MC, Visa, and Discover.

### General Comments:

- A minimum of 24-hour notice is required when scheduling any inspection.
- Section R907.3 requires replacement of existing roof with two (2) layers.
- If new roof will be going over one (1) layer of roofing, the roof vents, plumbing stacks, and furnace flue pipes will have to be re-flashed into new roof to prevent any added water running between roofs.
- Fasteners are to be as per the 2006 International Residential Code.
- Sheet metal flashing is required for roof and wall intersections of different materials (wood, brick, stucco, aluminum, etc.).
- Attic and other enclosed spaces are to have required ventilation of 1/300 to area ceiling (roof vents may need to be added per code that will help extend the life of the new roof).
- Minimum of 2/12 pitch for asphalt shingles with double underlayment.
- Building wind speed design is at 90-MPH.
- Ice protection is to be per the amendments to the 2006 International Residential Code. (see page 3)
- Any flat roof where the insulation is above the deck requires a minimum R-value of 25(commercial).

## **Inspections – Clarification and Details:**

The following is a list of inspections that may be required for your project and the approximate amount of time it will take for the inspection.

✓ **Final Inspection**

**¼ hour**

The following are general guidelines and details on the types of inspections that may be required for your project. For further clarification, please call our office and speak with one of our Building Inspectors.

### **Final:**

- ✓ Check for proper ventilation.
- ✓ Confirm flashing that can be seen from ground.
- ✓ Confirm that the jobsite has been cleaned up and restored.

## **Building Codes:**

The following are the Building Codes which the City of Geneva has adopted.

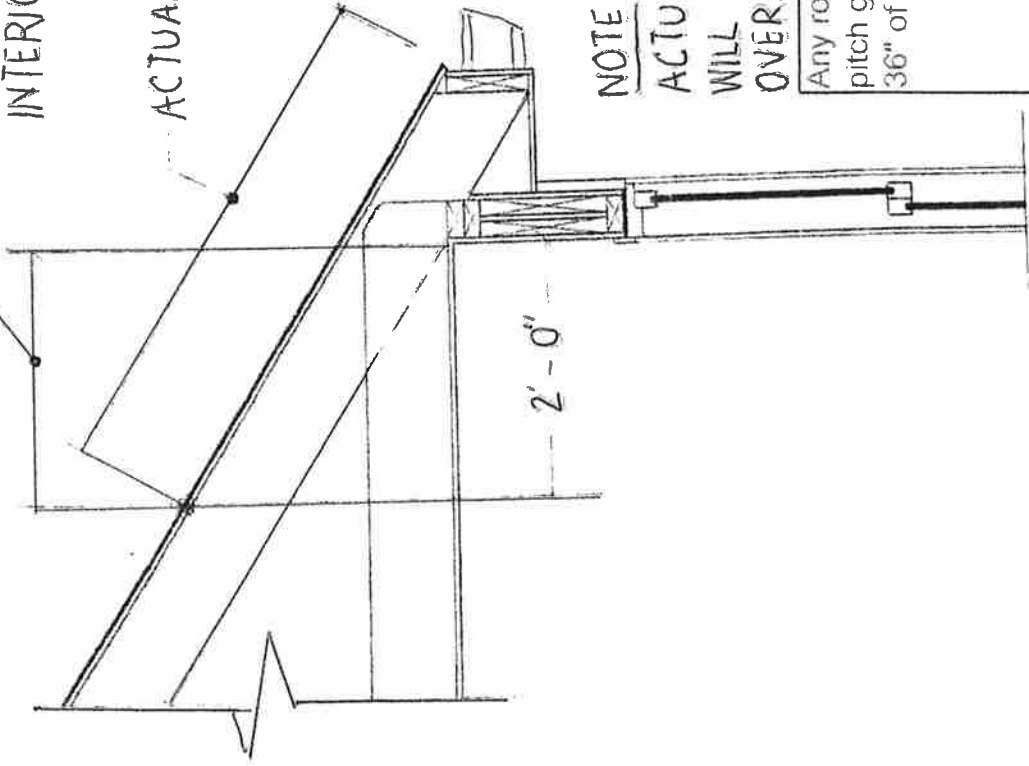
- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2006 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2004 IL State Plumbing Code
- 2006 Int'l Residential Code w/amendments
- 2003 Int'l Fire Codes w/amendments
- 2012 Int'l Energy Conservation Code

## **Homeowner – Contractor Responsibilities:**

- It is the responsibility of the homeowner/contractor to schedule the required inspections. The required inspections are indicated on the plan review form, which is attached to your permit and the field copy of drawings. When calling to schedule an inspection, please have the address and permit number available.
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.

2'-0" MINIMUM FROM INSIDE INTERIOR FINISHED WALL

ACTUAL WIDTH OF WATER ICE SHIELD



NOTE

ACTUAL WIDTH OF WATER ICE SHIELD WILL VARY DEPENDING ON ROOF OVERHANG AND PITCH

Any roof with a 6" or more of overhang and or a pitch greater than 7/12 will require more than 36" of ice and water shield.

WATER/ICE SHIELD REQUIREMENTS



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**pdf@geneva.il.us**

*For Office Use Only*

**PERMIT NUMBER** \_\_\_\_\_

**BIN NUMBER** \_\_\_\_\_

**APPLICATION FOR PERMIT**

**PROJECT ADDRESS**

**APPLICANT**

Check here if applicant is property owner

Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

**PROPERTY OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

**CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_  
City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_

Roofing License \_\_\_\_\_ Plumbing License \_\_\_\_\_

**BUILDING TYPE**

- Residential
- Commercial
- Other

**TYPE OF WORK - GENERAL**

- Change of Tenant
- Remodel
- New construction
- Addition
- Demolition
- Other

**TYPE OF WORK - SPECIFIC (Check all that apply)**

- Driveway/Parking
- Sidewalk
- Basement/Attic
- Kitchen/Bath
- Replace Windows
- Roof/Siding
- Sign/Awning
- Irrigation System
- Fence
- Patio
- Shed
- Deck
- Electric
- Plumbing
- HVAC
- Other

**DESCRIPTION OF WORK**

*Applications will not be accepted without supporting documentation, attach additional sheets and submit plans/drawings, plat of survey, etc. as needed to illustrate proposed work*

**HISTORIC PRESERVATION**

Is subject property located in the Historic District or a Historic Landmark? Historic Preservation Commission review is required for exterior improvements.

Yes  No

**ZONING**

What zoning district is the property located in? \_\_\_\_\_

Is the use permitted at this location?  Yes  No

Is a variance needed?  Yes  No

**PROJECT COST**

What is the estimated project cost? \_\_\_\_\_

**I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OR THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER OF RECORD; THAT I HAVE BEEN AUTHORIZED BY THE OWNER TO MAKE THIS APPLICATION AND TO SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT, AND THAT I AGREE TO CONFORM TO ALL APPLICABLE CODES, LAWS, AND ORDINANCES OF THE CITY OF GENEVA.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**FEES**

**ROUTING**

Building Permit Fee \_\_\_\_\_  
 Fire Department Fee \_\_\_\_\_  
 Plumbing Fee \_\_\_\_\_  
 Public Works Fee \_\_\_\_\_  
 Tree Preservation Fee \_\_\_\_\_

Engineering \_\_\_\_\_  
 Fire \_\_\_\_\_  
 Electric \_\_\_\_\_  
 City Engineer \_\_\_\_\_

Historic Preservation \_\_\_\_\_  
 Tree Preservation Review \_\_\_\_\_  
 Planning/Zoning \_\_\_\_\_  
 First Inspection Services \_\_\_\_\_

**TOTAL FEES** \_\_\_\_\_