



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

## Remodel Commercial Permit Information

Revised: 1/05/22

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

**\* Permit Applications will not be accepted until all information is received \***

### Application and Drawing Procedures:

- An Application for Permit will need to be filled out and submitted to the Building Division.
- For general permit application questions for any property within the City of Geneva, please contact the Building Division at 630 262-0280 or [pdf@geneva.il.us](mailto:pdf@geneva.il.us).
- For any property that is a designated Historic Landmark or located within the Geneva Historic District, approval is required by the Historic Preservation Commission (HPC) prior to obtaining a permit through the Building Division. Please contact Michael Lambert, Preservation Planner, at 630 938-4541 or [mlambert@geneva.il.us](mailto:mlambert@geneva.il.us) for more information.
- Mill Creek residents with building permit questions should contact the Kane County Building Division at 630 232-3485 or [keriazakosEleas@co.kane.il.us](mailto:keriazakosEleas@co.kane.il.us) because Mill Creek properties are not under the jurisdiction of the City of Geneva.
- The contractor's and subcontractor's names, address, phone number and, if required, a copy of their licenses are to be provided when submitting the application.
- Three (3) copies of architectural stamped drawings are to be submitted with the application including structural changes, framing, electrical, mechanical, plumbing, and others as required.
- One (1) copy of the energy code compliance (comcheck) if applicable
- A PDF electronic copy of the plans is required if the plan size is larger than 11" x 17". The electronic copy must be submitted on disk or emailed to [pdf@geneva.il.us](mailto:pdf@geneva.il.us).
- Please submit sign permit applications separate from the building permit applications.
- The plumbing work inside a commercial building must be done by an Illinois licensed plumber. The individual or company is to provide a Letter of Intent, on their letterhead, indicating they are conducting the work for this project. If the plumbing company is incorporated, the Letter of Intent must be stamped with their corporate seal. If the plumbing company is an LLC, then it must be notarized. Along with the Letter of Intent, please provide a copy of their Illinois State Plumbing License and Illinois State Contractor License.
- Allow a minimum of 45 working days for the permit application to be review and approved.

**Fees:** Commercial remodel permit fees are based on project cost.

- Building Division Fees:
  - \$50.00 plan review fee plus
  - \$75.00 for the first \$1,000 of project cost plus
  - \$10 per each thousand or portion of the project cost after the first \$1,000
- Fire Department Fees:
  - \$50.00 for the first \$1,000 of project cost plus
  - \$2 per each thousand or portion of the project cost after the first \$1,000

- Plumbing fee depending on project scope.
- Sewer and Water fees ( if applicable)
- Impact fees ( if applicable)

**Re-inspection fee:** During the construction of the project, should any of the required inspections fail, there is a re-inspection charge. The fee is due prior to the next inspection.

- \$100.00 per re-inspection for all Building Division inspections during construction.
- \$50.00 per re-inspection for all Fire Department inspections.
- \$60.00 per plumbing re-inspection.
- \$75.00 + \$25.00 for the third inspection if the first two failed.

### General Comments:

- **The application packet and stamped City approved plans are to be on the job site at all times.**
- A minimum of 24-hour notice is required when scheduling any inspection.
- All electric to meet or exceed the 2005 NEC. NM cable (Romex) is not permitted in commercial construction.
- Fire-stopping is required for the top wall plate between wall and foundation and all chases with approved material.(see attached diagram)
- HVAC is to be installed per the 2006 International Mechanical Code.
- The clearance required for an electric panel with no obstructions is 36-inches in front of the panel.

### Inspections – Clarification and Details:

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

✓ <b>Underground plumbing</b>	½ hour
✓ <b>Underground electric</b>	½ hour
✓ <b>Pre-pour slab</b>	½ hour
✓ <b>Rough plumbing</b>	1 hour
✓ <b>Framing</b>	1 hour - Conducted at the same time as the electric inspection
✓ <b>Electric</b>	1 hour - Conducted at the same time as the framing inspection
✓ <b>Fire stopping</b>	1 hour- Conducted at the same time as the framing inspection
✓ <b>Electric service</b>	½ hour
✓ <b>HVAC</b>	¼ hour
✓ <b>Insulation</b>	¼ hour
✓ <b>Final plumbing</b>	½ hour
✓ <b>Final</b>	1 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.

#### Electric Service

- ✓ The City of Geneva maintains its own electric utility and will perform an exterior inspection of the service.

#### Fire Department

- ✓ Fire Department reviews the permit plans and is involved with the framing and electric, above ceiling and final inspection along with the Building Division
- ✓ Fire Department will review and approve sprinkler drawings.

**Frame, Electric, and Fire Stop:** – Inspected at the same time. Prior to inspection....

- ✓ Maintain 30-inch side to side and 36-inches frontal clearance from electric panel cover with no obstructions in this area.
- ✓ Access to any electrical boxes is required and the box cannot be buried behind any drywall.

**Plumbing (Underground and Aboveground):** Any plumbing that is done will need to be completed by an Illinois licensed plumber. Any deviations from the State of Illinois Plumbing Code must be approved in writing by a State inspector.

- ✓ Plumbing inspections are performed by First Inspection Services. Any questions please call 630-879-6145
- ✓ Drains, waste, and vents must be Schedule 40 PVC or cast iron.

**HVAC:**

- ✓ Furnace and water heater to be installed per manufacturer's specifications with documentation on hand for inspection.
- ✓ Ensure that the furnace and/or water heater have proper combustion air.
- ✓ An exhaust fan to the exterior will be required if a bathroom is installed. In conditioned space un-insulated flexible duct can be used with a maximum run of 12 feet.
- ✓ HVAC balance reports will be due prior to final inspection

**Insulation:**

- ✓ All insulation installed must be the prescriptive requirements of the 2015 IECC or the submitted performance plan submitted with the permit drawings

**Final:**

- ✓ A final inspection is conducted when the new building has been totally completed.
- ✓ All outlets are plug tested.
- ✓ Handrails and guards are measured for minimum and maximum requirements.
- ✓ HVAC balance report to be submitted. (if applicable)
- ✓ Anything that is unique to the project is checked at this time.
- ✓ All plumbing inspections have been completed and approved.
- ✓ All re-inspection fees have been paid.
- ✓ Final grading approval from the City of Geneva Engineering Department.

**Building Codes:**

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

- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2015 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2015 Int'l Residential Code w/amendments
- 2009 Int'l Fire Code w/amendments
- 2018 Int'l Energy Conservation Code
- 2015 Int'l Swimming Pool and Spa Code (ISPSC) w/amendments
- 2015 Int'l Fuel and Gas Code w/amendments
- 2010 Americans with Disabilities Act (ADA) & 2018 Illinois Accessibility Code (IAC)

**\*\* 1018.2 Buildings with One Exit:** Buildings with one exit and stories above the first floor with one exit: In Use Group B and S, only one exit shall be required at the floor of exit discharge and for one floor directly above or below the level of exit discharge when meeting all of the following conditions:

1. The entire building is provided with a fire alarm system in accordance with this Code and the Fire Prevention Code.
2. The gross floor area does not exceed 2000 square feet.
3. The occupant load does not exceed twenty (20) persons.
4. The exit is of one hour fire rated construction and discharges directly to the exterior of the building without passing through another tenant space, foyer or lobby.

### **General Contractor Responsibilities:**

- It is the responsibility of the General Contractor to schedule ALL 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 the permit number available.
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.



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**BUILDING DEPARTMENT**  
**109 JAMES STREET**  
**GENEVA, IL 60134**  
**630/262.0280**  
**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  Addition  
 Remodel  Demolition  
 New construction  Other

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

Driveway/Parking  Replace Windows  Fence  Electric  
 Sidewalk  Roof/Siding  Patio  Plumbing  
 Basement/Attic  Sign/Awning  Shed  HVAC  
 Kitchen/Bath  Irrigation System  Deck  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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<b>FEEES</b>	<b>ROUTING</b>
Building Permit Fee _____	Engineering _____
Fire Department Fee _____	Historic Preservation _____
Plumbing Fee _____	Fire _____
Public Works Fee _____	Tree Preservation Review _____
Tree Preservation Fee _____	Electric _____
<b>TOTAL FEES</b> _____	City Engineer _____
	Planning/Zoning _____
	First Inspection Services _____