



**CITY OF GENEVA**  
**BUILDING DEPARTMENT**  
109 JAMES STREET  
GENEVA, IL 60134  
630/262.0280  
www.geneva.il.us

# Siding, Windows and Doors Replacement

Revised: 1/27/2026

A building permit is required prior to replacing a window, exterior door, or siding. The following are guidelines and comments for obtaining a building permit. **Note: please call the Building Department office for commercial energy code requirements for window and door replacements.**

## Application and Drawing Procedures:

- An Application for Permit is 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 in which the *exterior is to be affected*, and is a designated Historic Landmark or located within the Geneva Historic District, an additional application is required. The Application for HPC Review is routed to our preservation planner for approval prior to the building permit being issued. Please contact our Preservation Planner, at 630 938-4541 for more information or [preservation@geneva.il.us](mailto:preservation@geneva.il.us)
- Mill Creek residents with building permit questions should contact the Kane County Building Division at 630 232-3485. Mill Creek properties are not under the jurisdiction of the City of Geneva.
- The contractor's name, address, phone number and, if required, their license numbers are to be filled out when submitting the application.
- Permit fee is paid and the permit is issued over the counter unless there are structural changes being made or the property is located in the Historic District. See below for more details.

## Fees:

- **Window replacement permit:** \$75.00 to be paid when permit is issued.
- **Door replacement permit:** \$75.00 to be paid when permit is issued.
- **Siding replacement permit:** \$75.00 to be paid when permit is issued.
- We accept cash, check (made payable to the City of Geneva), MC, Visa, Amex, Disc.

**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.

- \$75.00 per re-inspection for all types of inspections during construction.
- \$75.00 + \$25.00 for the third inspection if the first two failed.

## General Comments:

- A minimum of 24-hour notice is required when scheduling any inspection.
- Address numbers a minimum of five (5) inches tall of contrasting color shall be posted on the home at all times within ten (10) feet of the front door and visible from the street.

## Windows:

- Tempered/Safety glass may be required in certain hazardous locations- such as at doors, near bathtubs or showers and within stairways required per IRC R308.
- Egress requirements for replacement windows is per section R310.5 2021 IRC. We do not have a local amendment for this section. (Generally states- must be the largest window of the same operating style that fits within, either or, the existing frame or existing rough opening.)
- If there are any structural changes being made, the permit cannot be issued over the counter. The Application for

Permit must be submitted, along with two (2) sets of drawings showing the construction details. The project would be classified as an alteration and the fees would be not be the same as listed in this packet.

- All new windows and doors are required to have a U-Factor (the rate at which a window, or door conducts non-solar heat flow) of 0.28 or lower. (The lower the U-Factor number, the more energy-efficient the windows, doors, or skylights will be.)
- All new skylight windows are required to have a U-Factor of 0.50 or lower.
- **The U-Factor stickers are required to be on the glass at final inspection, turned out so that the building inspector can verify from the exterior.**

#### **Doors:**

- If there are any structural changes being made, the permit cannot be issued over the counter. The Application for Permit must be submitted, along with two (2) sets of drawings showing the construction details. The project would be classified as an alteration and the fees would be not be the same as listed in this packet.

#### **Siding:**

- If there are any structural changes being made, the permit cannot be issued over the counter. The Application for Permit must be submitted, along with two (2) sets of drawings showing the construction details. The project would be classified as an alteration and the fees would be not be the same as listed in this packet.
- House wrap inspection required for new homes and additions (at time of rough inspection).

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

#### **Windows, Exterior Doors, and Siding:**

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.

- ✓ **Final** **1/2 hour (Interior Inspection may be necessary for windows or doors)**

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.

#### **House wrap:**

- ✓ Confirm that the exterior envelope is weather resistant. Note: New homes and additions must be provided with an air barrier house wrap installed per manufacturer's specifications and all seams are sealed. Please provide photos of weather barrier installation to PDF@geneva.il.us for all re-siding projects.

#### **Final:**

- ✓ Confirm address size and placement per city code.
- ✓ Confirm windows, doors and siding are weather tight.

#### **Building Codes:**

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

- City of Geneva Municipal Code
- 2021 Int'l Building Code w/amendments
- 2021 Int'l Mechanical Code
- 2023 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2021 Int'l Residential Code w/amendments
- 2021 Int'l Fire Code w/amendments
- 2024 Int'l Energy Conservation Code
- 2021 Int'l Swimming Pool and Spa Code (ISPSC) w/amendments
- 2021 Int'l Fuel and Gas Code w/amendments

**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 cancelled a minimum of 24 hours before the scheduled time.

## Building Permit Application Review

### Application for HPC Review

Do you have  
questions about the  
Historic Preservation  
Commission?  
Please contact  
staff at:

630/938.4541 or  
[preservation@geneva.il.us](mailto:preservation@geneva.il.us)

#### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Name and Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### PROJECT DESCRIPTION

*(Describe, in detail, all proposed work. Attach additional pages, if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### SUBMIT PLANS & DRAWINGS TO ILLUSTRATE PROPOSED CHANGES

*See reverse for more information.*

*For HPC Staff use only*

#### APPLICANT INFORMATION

*I attest that all submitted information is accurate. Submitted information becomes public record and I acknowledge that this application may be subject to Freedom of Information Act requests.*

CASE # \_\_\_\_\_

Name (print): \_\_\_\_\_

HPC MTG: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

RECEIVED: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

*If the applicant is not the property owner, application must include property owner's signature*



City of Geneva  
Department of Community Development  
Planning Division

Historic Preservation Commission  
22 S. First Street  
Geneva, IL 60134  
[preservation@geneva.il.us](mailto:preservation@geneva.il.us)  
630/938.4541  
Fax 630/232.1494

To achieve the City of Geneva's goal of maintaining the historic and architectural integrity of its significant neighborhoods and individual properties, permit applications for proposed exterior building and/or property improvements at designated historic properties must be reviewed and approved by the Geneva Historic Preservation Commission *prior to review and permit issuance by the Building Division*. The maps below show those properties located within the Geneva Historic District and those individually-designated properties outside of the Historic District.

**HPC REVIEW APPLICATION PROCEDURE**

- 1. Complete a City of Geneva Building Permit Application.** When submitted with an HPC Review Application (on reverse side), an application for a building permit initiates the HPC Review process. Work visible *from the public right-of-way* that requires HPC review includes new construction, demolition, sign modifications, exterior lighting, fence construction, site modifications and roofing.
- 2. Complete an HPC Review Application** (on reverse side).
- 3. Gather and submit appropriate supporting documents.** Supporting documents may include any or all of the following: Plat of Survey; scaled site plan; scaled floor plans; drawings of the proposed building exteriors (elevations); product / material information / cut sheets from the manufacturer; cost estimates for repair vs. replacement; photographs of existing conditions; artist renderings, etc. Additionally, for sign and awning projects, provide dimensions of the linear street frontage for the building and / or retail unit, proposed sign dimensions, lighting fixture information, and mounting systems and methods.
- 4. Submit Items 1-3 to the Building Division at City Hall** (109 James Street) **not less than eleven (11) calendar days prior to the scheduled HPC meeting.** Please consult with Staff regarding the appropriate submission materials. Complete permit application (building permit and HPC review forms) may be submitted electronically / digitally by forwarding to: [pdf@geneva.il.us](mailto:pdf@geneva.il.us)
- 5. The Applicant—or a representative familiar with the project—must attend the HPC meeting when the project is scheduled for review.** The HPC takes action only when a representative for a project is present. Meetings begin at 7:00 pm and are held in the City Hall Council Chambers.
- 6. The HPC will vote to approve, approve with conditions, deny, or continue the review process pending the submission of additional information or project modification.**
- 7. Once the HPC has approved the permit request, the application will be forwarded to the City of Geneva Building Division.** The Building Division review will verify compliance with applicable building and life safety codes.

**DESIGNATED PROPERTIES**

List of designated properties in the City of Geneva as of 2025:

- |   |  |
|---|--|
| <b>1. Fargo Residence</b><br>316 Elizabeth Pl.        | <b>5. Queen Anne Cottage</b><br>716 Shady Ave.                             |
| <b>2. Davis Residence</b><br>1101 Batavia Ave.        | <b>6. Marshall-Judson Home</b><br>810 Dow Avenue                           |
| <b>3. Schrauth Farmhouse</b><br>512 Fargo Blvd.       | <b>7. Alexander Blacksmith Shop / Mill Race Inn</b><br>4 East State Street |
| <b>4. Riverbank Laboratories</b><br>1512 Batavia Ave. | <b>8. Brownson-Baumann House</b><br>949 S. Batavia Ave.                    |

See map of Geneva Historic District boundaries and designated properties on the next page.

For project design assistance, please consult the HPC *Guide to Window Rehabilitation & Window Policy*, *Guide to Siding Rehabilitation & Siding Policy*, and / or the *Design Guidelines for Historic Properties*. Also, see the Property Rehabilitation Information, found at the Historic Preservation page of the City of Geneva website: <https://www.geneva.il.us/416/Property-Rehabilitation-Information>

**2026  
HPC  
Deadlines & Meetings**

Application Deadline	Meeting Date
<b>2025</b>	
Oct 7	Oct 21
Nov 4	Nov 18
Dec 2	Dec 16
<b>2026</b>	
Jan 6	Jan 20
Feb 3	Feb 17
Mar 3	Mar 17
Apr 7	Apr 21
May 5	May 19
Jun 2	Jun 16
Jul 7	Jul 21
Aug 4	Aug 18
Sep 1	Sep 15
Oct 6	Oct 20
Nov 3	Nov 17
Dec 1	Dec 15

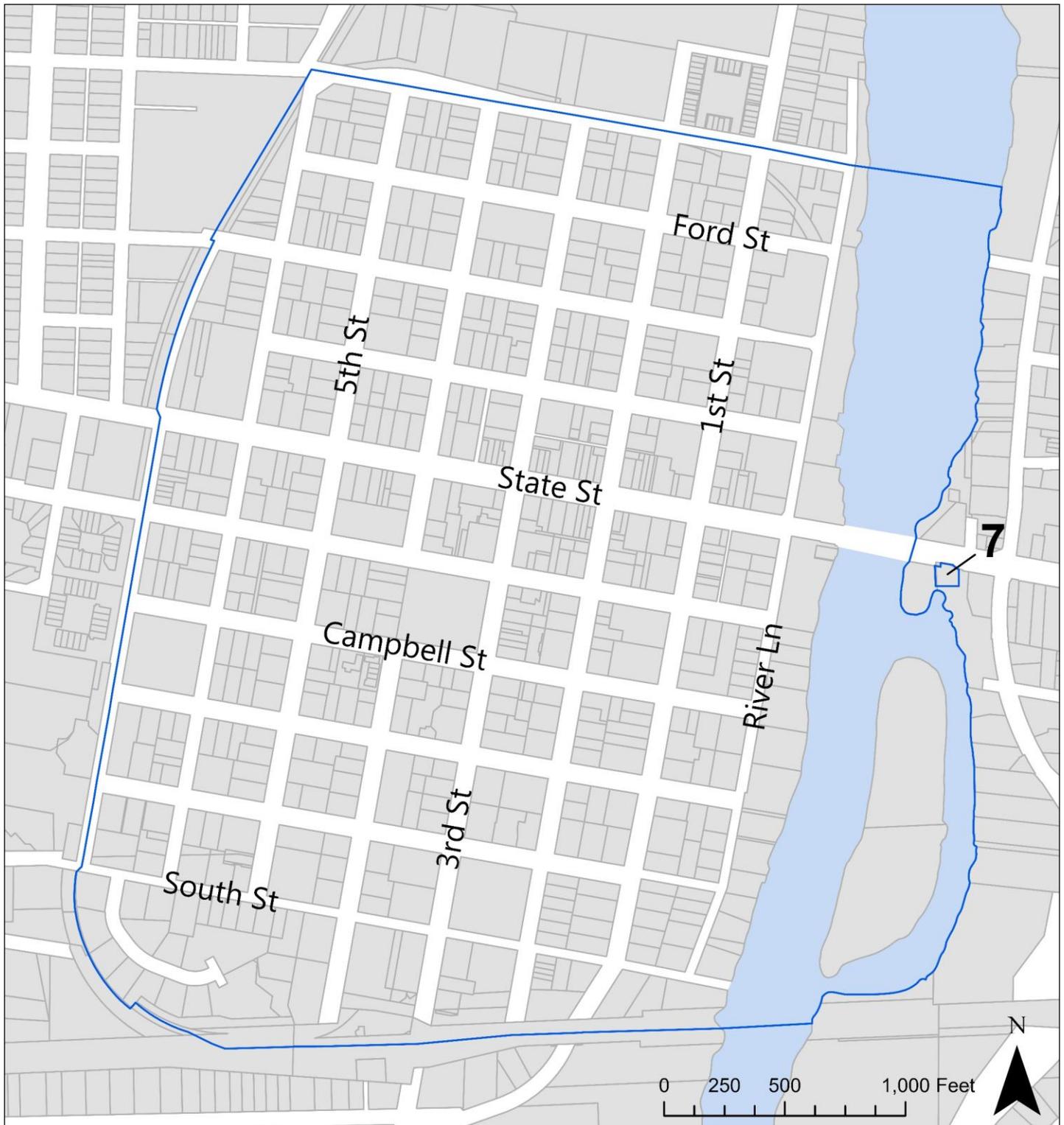
Applications are due prior to 5:00 p.m. on the Application Deadline date. Electronic / digital submissions must be provided in jpeg or pdf formats and be clearly legible at a final printed size of 11" X 17" or smaller. Applicants are encouraged to discuss specific submission requirements with Staff prior to delivering an application for review.

**Emily Stood**  
**Preservation Planner**  
[estood@geneva.il.us](mailto:estood@geneva.il.us)  
630/938-4541



# City of Geneva

## Historic District and East Historic Landmarks

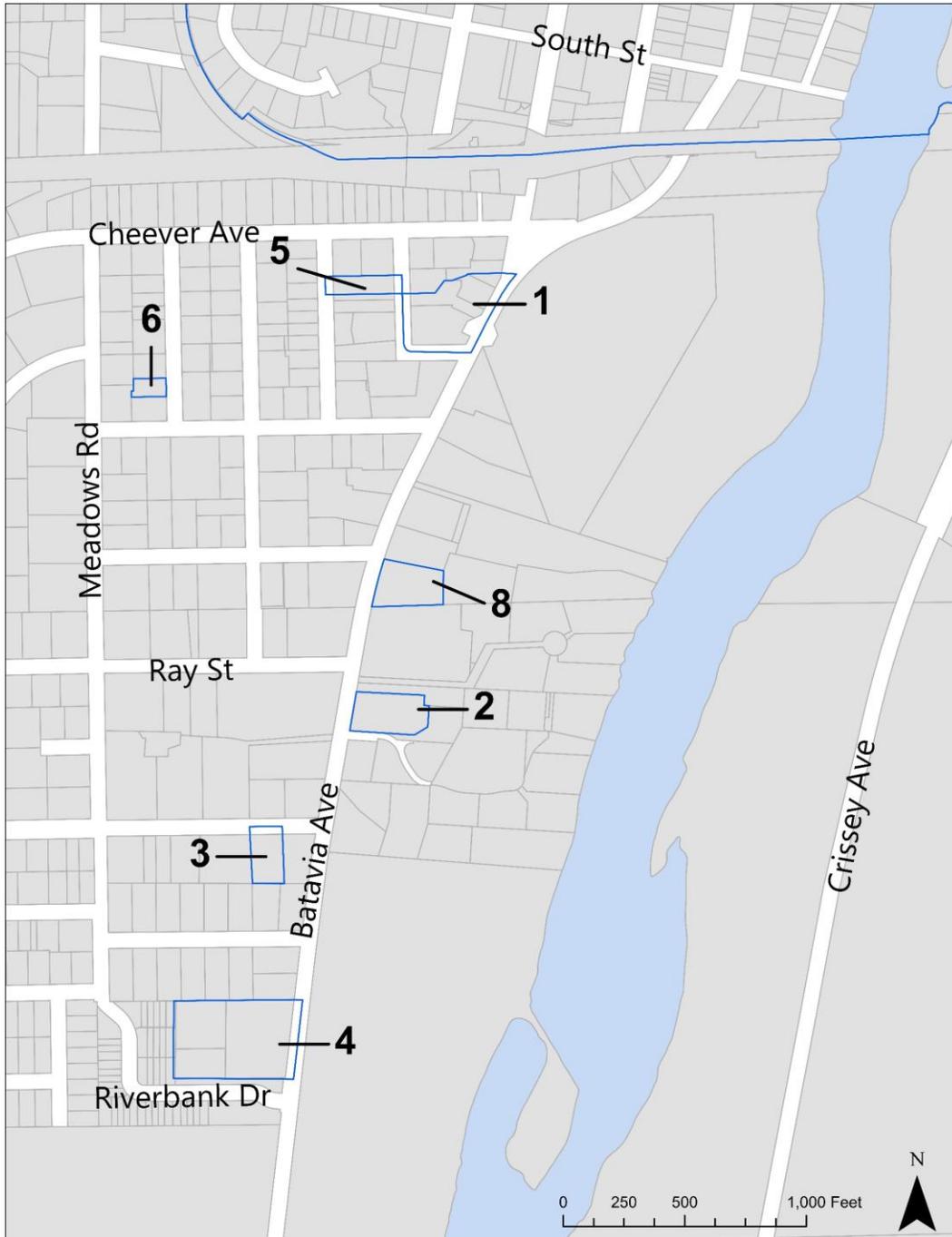


### Historic Landmark Properties

**7. Alexander Blacksmith Shop/Mill Race Inn**  
4 East State Street

# City of Geneva

## South Historic Landmarks



### Historic Landmark Properties

**1. Fargo Residence**

316 Elizabeth Pl.

**2. David Residence**

1101 Batavia Ave.

**3. Schrauth Farmhouse**

512 Fargo Blvd.

**4. Riverbank Laboratories**

1512 Batavia Ave.

**5. Queen Anne Cottage**

716 Shady Ave.

**6. Marshall-Judson Home**

810 Dow Ave.

**7. See previous page**

**8. Brownson-Baumann House**

949 Batavia Ave



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*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 \_\_\_\_\_

*For Office Use Only*

**FEEES**

**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** \_\_\_\_\_