



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

New Construction Residential Permit Information

Revised: 4/20/20

A building permit is required prior to constructing a new home. The following are guidelines and comments for obtaining a building permit.

Application and Drawing Procedures:

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

- 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.
- 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 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 because 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.
- Three (3) copies of architectural stamped drawings showing construction details for the new residential construction are to be submitted with the application including foundation, framing, electrical, mechanical, plumbing, and others as required.
- Three (3) copies of the plat of survey showing the proposed construction, silt fence & construction fence.
- One (1) copy of a City of Geneva Right of Way Permit.
- Three (3) copies of proposed grading plan must be submitted and approved by City of Geneva Engineering Division.
- One (1) copy of the Energy Code Compliance with Inspection Checklist (Res Check) or (Rem Rate) if applicable.
- One copy of the Manual J calculations for HVAC
- 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.
- Plumbing work may be done by the homeowner **only if the home is owner occupied**. If anyone else does the plumbing work or if it is a commercial property, the work 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.
- A Letter of Intent on the roofer's letterhead and copy of their roofing license must be provided.
- Allow 30 working days for the permit application to be review and approved.
- Site prep work see below.
- A Tree Preservation Review Application is required if there is a 10 inch or larger tree on the property or any size tree on adjacent public or private property within approximately 50 feet of the construction project. Please see our Tree Preservation Review Application for more details.

Fees: New construction residential permit fees are based on square footage.

- \$50.00 plan review fee
- \$50.00 occupancy permit
- \$0.26 per square foot for Building Division
- \$0.02 per square foot for Fire Department
- Plumbing fees as determined by the scope of the work.
- Sewer and Water fees
- Impact fees
- Kane County Road Impact fee. (contact KDOT)

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.
- \$66.00 per plumbing re-inspection.
- \$75.00 + \$25.00 for the third inspection if the first two failed.

Site Preparations:

- Silt fence must be installed around entire lot.
- A 6 foot construction fence must be installed around the entire lot if in an established neighborhood.
- Construction sign to be posted at all times
- Dumpster and porta potty to be on site at all times

Engineering Approval:

- A Right of Way Permit to be secured through public works.
- Proposed grading and site plan to be approved.
- Final Grading plan to be approved.

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.
- The gap between concrete foundation walls and concrete floors are required to be polyurethane caulked, per the radon requirements in finished areas.
- All electric to meet or exceed the 2005 NEC.
- 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 2015 International Mechanical Code.
- Every basement shall have a minimum of one (1) approved escape egress window to the exterior. Sill height off basement floor shall be no greater than forty-four (44") inches. Window wells shall meet the 2015 International Residential Code, Section R310.2.
- Enclosed accessible space under stairs shall have a minimum of ½ inch drywall on the enclosed side which includes walls and stringers.
- Lights in closets must be installed in compliance with the National Electrical Code, 2005 Edition, Section 410.2.
- The clearance required for an electric panel with no obstructions is 36-inches in front of the panel.
- Any accessible duplex receptacle in unfinished areas of the basement shall be GFCI protected.

Per the 2015 International Energy Conservation Code, construction documents drawn to scale shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment. Details shall include, but are not limited to the following:

- Must meet all requirements that are mandatory.
- Duct sealing (ducts, air handlers, filter boxes, and building cavities used, as ducts shall be sealed).
- Lighting fixture schedule (a minimum of 75% of all lamps to be high-efficiency) with wattage and control narrative.

- Blower door test required at rough inspection or final inspection.
- Duct tightness test if required.

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:

✓	Footings	¼ hour	
✓	Water service install	½ hour	
✓	Sewer service install	½ hour	
✓	Foundation wall pour	¼ hour	
✓	Backfill	¼ hour	
✓	Underground plumbing	½ hour	
✓	Rough plumbing	1 hour	
✓	Framing	1 hour	- Conducted at the same time as the electric inspection
✓	Electric	1 hour	- Conducted at the same time as the framing inspection
✓	Fire stopping	½ Hour	- Conducted at the same time as the framing inspection
✓	Electric service	½ hour	
✓	Garage slab	¼ hour	
✓	Basement slab	¼ hour	
✓	Service walk and stoops	¼ hour	
✓	HVAC	¼ hour	
✓	Insulation	¼ hour	
✓	Final plumbing	½ hour	
✓	Final	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.

Footings:

- ✓ Confirm that the soils will meet the bearing weight requirements.
- ✓ Confirm size and depth to call out on the plan set.
- ✓ Soil reports required at the time of footing inspection.

Backfill:

- ✓ As Built survey to confirm setbacks.
- ✓ Confirm all window wells meet egress.
- ✓ Confirm foundation water proofing.
- ✓ Confirm drain tile and appropriate gravel base.
- ✓ Remove all construction debris and garbage from along foundation wall.

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

- ✓ Any room with a closet shall have a proper egress window/door to the exterior of the house.
- ✓ Install 110-volt with battery backup smoke detectors interconnected on every floor, in all bedrooms, and in the basement near furnace and also in the attic if it contains HVAC equipment.
- ✓ Illinois State Law requires that carbon monoxide (CO) and smoke detectors be installed within 15 feet of all sleeping rooms.
- ✓ A light switch is required at the entrance to all rooms.
- ✓ Electric outlet receptacles shall be installed a minimum 6 feet from every break (i.e. stairway, fireplace, doors, etc...) then every 12-foot on center per NEC.
- ✓ Maintain 30-inch side to side and 36-inches frontal clearance from electric panel cover with no obstructions in this area.
- ✓ In closets with switched lights installed, a minimum clearance of 6-inches is required from the fluorescent

- bulb to the front of the shelf.
- ✓ 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 the homeowner that occupies the building or 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.
- ✓ All plumbing clean out plugs must be easily accessible.

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.

Insulation:

- ✓ The inspection for the insulation is to make sure that a minimum of R-20 insulation with vapor barrier is installed on all finished exterior walls.
- ✓ Inspection of R-49 in flat ceilings.
- ✓ Inspection of R-30 in vaulted ceilings (maximum 500 square feet) and in floors.
- ✓ Basement walls to have continuous R-10 blankets or R-13 in framed basement walls.
- ✓ Certificate required to be signed and installed on the electric panel per the 2015 IECC requirements.

Final:

- ✓ A final inspection is conducted when the new home has been totally completed.
- ✓ As built survey confirming building height and setbacks.
- ✓ All outlets are plug tested.
- ✓ Smoke detectors/carbon monoxide detectors are tested.
- ✓ Egress requirements from all finished portions of the basement are confirmed.
- ✓ Handrails and guards are measured for minimum and maximum requirements.
- ✓ 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.
- ✓ Insulation Certificate to be filled out, signed, and posted on the electrical panel.
- ✓ Blower door test results required.
- ✓ Duct tightness results to be submitted if required.
- ✓ 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

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 the permit number available.
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.

JOB SITE RULES
(Demolitions and New Construction)
Sign Size (2'x3' min)

Address & Lot Number

Contact Name

Contact Phone Number

Scheduled Date of Demolition (if applicable)

No one allowed on this property except during these hours:

**Working Hours: M-F 7 a.m. – 8 p.m.
Sat, Sun, and Holidays 8 a.m. – 8 p.m.**

**On street parking prohibited.
Parking of ALL vehicles must be on site.**

**Mud/debris on street to be cleared twice a day
by mechanical means.**

**All required fencing must remain in sound conditions
at all times.**

Loud music prohibited.

****Project Personnel****

**Remember you are working in an established neighborhood.
Respect for neighbors will be shown at all times.
Neighbors will respect the rights of property owners.**

City of Geneva
Building Division
109 James Street
Geneva, Illinois 60134



Permit Number _____

Routed to:
DM _____
BS _____
RB _____
DS _____
JH _____
DC _____
Planning _____
Other _____

Date _____

Date Received _____

APPLICATION FOR PERMIT

PROJECT ADDRESS _____

Name of Applicant _____

Applicant Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Project Description _____

New Construction Information			
Subdivision Name _____	Lot Number _____	Phase _____	
Building Width _____	Length _____	Height _____	Stories _____
Bedrooms _____	Bathrooms _____	Total Square Footage (gross) _____	

Utility Information	
ELECTRIC SERVICE CHARACTERISTICS	
Electric Service Size (amps) _____	Electric Service Secondary Voltage _____ Phase: Single or 3 Phase Check One
WATER SERVICE CHARACTERISTICS	
Number of Fixture Units _____	Estimated Length of Water Service Line _____
Water Meter Size as calculated using the State of Illinois Plumbing Code Current Edition. Check One	
<input type="checkbox"/> ¾ inch <input type="checkbox"/> 1 inch <input type="checkbox"/> 1 ½ inch <input type="checkbox"/> 2 inch <input type="checkbox"/> 3 inch <input type="checkbox"/> 4 inch	

Name of Property Owner _____

Owner Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Contractor Name _____

Contractor Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Roofing License Number _____ Plumbing License Number _____

Project Cost: \$ _____ Retail Value of New Project: \$ _____

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER(S) OF RECORD, AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER (S) TO MAKE THIS APPLICATION AND SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT OF THE OWNER(S) AND THAT WE WILL CONFORM TO ALL THE APPLICABLE CODES, LAWS, REGULATIONS OR ORDINANCES OF THE CITY OF GENEVA, STATE OF ILLINOIS AND FEDERAL GOVERNMENT. Signature: _____

For Office Use Only: Zoning: _____ Ward: _____ Hist. Dist: _____ Area: _____ Water meter up-charge _____
Fire Review Fee: _____ Fire Station 2 Fee: _____ Electric Connect Fee: _____ S&W Fee: _____
School Fee: _____ Park Fee: _____ Library Fee: _____ Building Permit Fee: _____
Plumbing Fee _____ Tree Pres Fee _____ TOTAL FEES _____