



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

Shed Permit Information

Revised: 4-20-20

A building permit is required prior to installing or replacing your shed. **If the shed will be larger than 196 square feet, please use our garage packet and follow those instructions.** 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 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 (ISPSC) 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.
- For any property 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 for more information.
- One (1) set of drawings showing the construction details of the shed are to be submitted with the application.
- One (1) copy of the plat of survey showing the location of the shed (drawn to scale) and **showing the location the electric service line running into the house.**
- Allow 10 working days for the permit application to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.

Fees:

- **Shed permit fee:** \$75.00 to be paid when the permit is picked up.
- **Re-inspection fee:** \$25.00 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:

- **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.
- Compliance with the indicated codes, ordinances, and inspections required.
- No accessory building shall be constructed prior to construction of the principal building to which it is accessory.
- A detached accessory building or structure shall not exceed the height of the principal structure on the zoning lot, or twenty five feet (25') whichever is less.
- No structure shall be occupied or used until the final inspection has passed.
- The shed must be anchored by one of three following methods:
 - Ten (10") inch diameter by two (2') feet deep posthole located at each corner of shed.
 - A concrete slab that is a minimum of four-inch compacted gravel and four-inch concrete.
 - Concrete blocks with steel screw type anchors that are a minimum of 18" in length in opposite corners.
- All anchor points to be visible for inspection.

- Per the National Electrical Code, no shed shall be placed over the electric service going through the yard into the house.
- Drawing must show anchoring method and location used for floor to post.
- Any electric going to the shed must be shown on plans.
- The postholes are to be inspected prior to filling with concrete.

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 takes for each inspection.

✓ Screw Anchors	¼ hour
✓ Postholes	¼ hour
✓ Slab Pre Pour	¼ hour
✓ Deck Frame	¼ hour
✓ Electric Trench	¼ hour
✓ 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.

Postholes:

- ✓ The inspection of postholes is conducted prior to any posthole being filled.
- ✓ The location of the shed is checked to ensure that it is being placed in the correct location.
- ✓ The setbacks are checked from the property lines to ensure the shed is located out of the easement areas.
- ✓ The size of postholes is checked to ensure they are 10-inches in diameter and that the depth on each posthole is 24-inches below finished grade.

Slab: (if installed)

- ✓ The inspection of the concrete slab is conducted prior to any concrete being poured.
- ✓ The location of the shed is checked to ensure that it is being placed in the correct location.
- ✓ The setbacks are checked from the property lines to ensure the shed is located out of the easement areas.
- ✓ The proper slab will be poured.

Frame:

- ✓ Screw anchors must be visible where they are tied to the framing of the structure.
- ✓ The anchoring of piers to the framing is to be inspected.

Final:

- ✓ At this inspection we confirm that the shed is completed including the paint, roof, and that the framing is per the approved plans.
- ✓ Any installed electric will be checked for code compliance.

Setbacks:

- ✓ **Interior Side Yard** is determined by the zoning of the property
- ✓ **Rear Yard** is determined by the zoning of the property
- ✓ No accessory building shall be located in whole or in part on or over an easement for utilities, drainage, access, or related purposes.

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 and Contractor Responsibilities:

- It is the responsibility of the homeowner/contractor to schedule with the Building Division the required inspections.
- The required inspections are indicated on the Plan Review Form and Weather Card, which is attached to the permit and the Field Copy of drawings. When scheduling an inspection, please have the address and permit number available.
- Inspections require a minimum of 24 hour notice. Please call (630) 262-0280 to schedule inspections.

Call **J.U.L.I.E.** (Joint Underground Location for Inspectors and Engineers) at least 48 hours prior to digging on site to locate any underground utilities. **(1-800/892-0123)**

- Electric Utilities Red
- Comcast (Cable) Orange
- Northern Illinois Gas (NICOR) Yellow
- Sewer Utilities Green
- Telephone Utilities Orange
- Water Utilities Blue



CITY OF GENEVA
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
- 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

FEES

ROUTING

Building Permit Fee _____

Engineering _____

Historic Preservation _____

Fire Department Fee _____

Fire _____

Tree Preservation Review _____

Plumbing Fee _____

Electric _____

Planning/Zoning _____

Public Works Fee _____

City Engineer _____

First Inspection Services _____

Tree Preservation Fee _____

TOTAL FEES _____