



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

## Change of Tenant Permit Information

Revised 4/20/20

A Change of Tenant permit is required prior to a new business opening or an existing business relocating to another location. The following are guidelines and comments for obtaining a permit. A Certificate of Occupancy will be issued upon successful completion of the Change of Tenant permit process.

### 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, 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.
- Three (3) copies of the layout (space that will be occupied) showing the exits, exit signs, exit lighting, fire extinguishers, and all changes that are being made (in detail) to the Building Division. **Application must include furniture/equipment layout diagram.** If there is any plumbing work being done, a Letter of Intent, on their letterhead, indicating they are conducting the work for the project. Along with the Letter of Intent, a copy of the plumber's Illinois State Plumbing License and Illinois State Contractor License must be provided.
- A PDF electronic copy of the plan 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).
- Allow 15 working days for the permit application to be review and approved.
- A member of our staff will call you and let you know that your permit is ready to be picked up and paid for.
- The plumbing work in 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.

**Fees:** Change of Tenant permit fees are based on project cost for both the Building Division & Fire Department

- Building Division
  - \$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
  - \$75.00 for the first \$1,000 of project cost plus
  - \$2.00 per each thousand or portion of the project cost after the first \$1,000.
- Plumbing fee depending on the project scope.
- We accept cash, check (make payable to the City of Geneva) MC, Visa, Discover, and AMEX.

**Re-inspection fees:** 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.

- Building Division
  - \$100.00 per re-inspection for all types of inspections during construction.
  - \$100.00 + \$25.00 for the third inspection if the first two failed.
- Fire Department
  - \$50.00 per re-inspection for all types of inspections during construction.
- First Inspection Services (Plumbing)
  - \$66.00 re-review fee.
  - \$66.00 per re-inspection for all types of plumbing inspections during construction.

**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.
- Please see the following pages for more information.

**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. Inspections must be scheduled by calling (630) 262-0280 for both the Building Division and the Fire Department. For fire related questions, please call 630 232-2530.

- ✓ **Final** 1 hour
- ✓ **Other** ½ hour - Determined by the scope of work

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:**

- ✓ A final inspection is conducted when all requirements noted on the permit have been met.
- ✓ All outlets are plug tested.
- ✓ Egress requirements are confirmed.
- ✓ Anything that is unique to the project is checked at this time.

**Other:**

- ✓ Determined by the scope of the work.

**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

**\*\* 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.

**Owner – Contractor Responsibilities:**

- It is the responsibility of the owner/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.



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

*For Office Use Only*

<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 _____



# City of Geneva Business Contact Form

The Economic Development Department maintains a contact information database for all businesses within the City. For your convenience, complete electronically: <http://www.geneva.il.us/businesscontact>

- LIST YOUR BUSINESS IN THE [GENEVA BUSINESS DIRECTORY](#) ON THE CITY'S WEBSITE
- BE INCLUDED IN THE [EXPLORE GENEVA MAP](#) (IF APPLICABLE)

**Business Name:** \_\_\_\_\_

**Business Address** *include Ste:* \_\_\_\_\_

**Business Phone Number:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Email\*:** \_\_\_\_\_ **Circle Email Type\*:** Personal Business

*\*The Freedom of Information Act requires release of certain records including business email addresses. Personal email addresses are exempt.*

**Alt Contact Name:** \_\_\_\_\_ **Alt Contact Phone:** \_\_\_\_\_

**Illinois Business Tax (IBT) Number:**  
\_\_\_\_\_ - \_\_\_\_\_

*Anyone selling products in Geneva is required by state law to report sales to the state. **Please attach a copy of your Illinois Business Registration.** You must display your Certificate of Registration in a prominent location in the place of business to which it applies. You can obtain a Certificate at [mytax.illinois.gov](http://mytax.illinois.gov).*

**Number of Employees in Geneva:**

Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

**What type of special events will your business host for the public?**

\_\_\_ Live music \_\_\_ Tastings \_\_\_ Tours \_\_\_ Classes/Workshops

\_\_\_ N/A Other: \_\_\_\_\_

**Where can we find your business on social media?**

\_\_\_\_\_

**Provide a business description for the City's online Business Directory. Limit to 25 words:**

\_\_\_\_\_

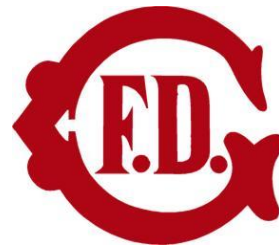
\_\_\_\_\_

\_\_\_\_\_

Questions? Contact Cate Tracy, City of Geneva, 22 S First St. Geneva, IL 60134, at 630-938-4519.  
Return completed form by mail or [ctracy@geneva.il.us](mailto:ctracy@geneva.il.us).

# Geneva Fire Department

## Business Information Contact Sheet



Date: \_\_\_\_\_ Occupancy Number (office use) \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Business Owner: \_\_\_\_\_ Owner Email: \_\_\_\_\_

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

Business Hours (weekdays): \_\_\_\_\_ (weekends): \_\_\_\_\_

Number of Employees: \_\_\_\_\_ (weekends): \_\_\_\_\_

Building Owner Name: \_\_\_\_\_

Building Owner Address: \_\_\_\_\_

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

Provide contact information for three key holders that reside within 30 minutes of the business to respond in case of an emergency:

Key Holder Name	Phone Number	Email

**Return this form to Geneva Fire Department via fax at (630) 208-9353 or  
via email at [jhelmrich@geneva.il.us](mailto:jhelmrich@geneva.il.us)**