



**CITY OF GENEVA
BUILDING DIVISION**
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
630/262.0286 fax
www.geneva.il.us

Kitchen Remodel Permit Information

Revised 7/16/2012

A building permit is required prior to remodeling your kitchen. 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.
- One copy of the drawings showing construction details for the remodel of the kitchen is to be submitted with the application.
- A PDF electronic copy of the plan is required (in addition to the paper copy) if the plan is larger than 11" x 17". The electronic copy must be submitted on disk or emailed to pdf@geneva.il.us.
- Plumbing work being done on a residential project may be done by the owner occupant. If anyone other than the owner and occupant does the plumbing 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. Along with the Letter of Intent, please provide a copy of their Illinois State Plumbing License and Illinois State Contractor License.
- Once the project is completed and prior to the final inspection, a Certificate of Plumbing Compliance Form must be submitted by the person who did the plumbing work. This certificate states that the work meets the current State of Illinois Plumbing Code.
- Allow 10 working days for the permit to be reviewed and approved. A staff member will call you and let you know when the permit is ready to be picked up and paid for.

Fees: Kitchen remodel permit fee is based on project cost.

- \$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.
- We accept cash, check (made payable to the City of Geneva), MC and Visa.

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 counter top service receptacles must be 20-amp GFCI protected and installed 2-feet from a break (i.e. sink, stove...) then every 4-feet thereafter and 12-inches counter top. (see attached)
- A minimum of two (2) 20-amp branch circuits shall supply the counter top receptacles.
- A separate circuit is required for a microwave.
- A separate circuit is required for a disposal and dishwasher.
- A new kitchen stove exhaust fan shall be hard piped and discharged to exterior unless designed to recirculate.
- All fixtures to appliances are required to have their own water shut offs.
- It is not allowed to have the dishwasher drain connected to garbage disposal.
- A 2-inch drain is required to the kitchen sink.

Per the 2009 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:

- Any circulating hot water system piping shall be insulated to a minimum of R-2.
- Insulation materials and their R-values.

Inspections – Clarification and Details:

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

✓ Framing	½ hour
✓ Electric	½ hour
✓ HVAC	½ hour
✓ Insulation	½ hour
✓ Certificate of Plumbing Compliance	Submitted prior to final
✓ Final Inspection	½ 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.

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

- ✓ All counter top service receptacles must be 20-amp GFCI protected and installed 2-feet from a break (i.e. sink, stove...) then every 4-feet thereafter and 12-inches counter top. (see attached)
- ✓ In closets or pantries 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 box 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 Plumbing Inspector.

- ✓ The City of Geneva does not have a plumbing inspector. When the project is completed and prior to the final inspection, the owner or licensed plumber who installed the plumbing will be required to submit a Certificate of Plumbing Compliance form.
- ✓ No plumbing license is required for existing fixture removal and replacement.
- ✓ Drains, waste, and vents must be Schedule 40 PVC or cast iron.
- ✓ All plumbing clean out plugs must be easily accessible.
- ✓ For any underground (floor) plumbing, a concrete inspection will be required which includes 1/2 rebar drilled into existing slabs on 24 inches on center and a 6-mil vapor barrier over top of the stone. This will help to ensure a radon gas seal and that the new slab will not fail.

HVAC:

- ✓ A new kitchen stove exhaust fan shall be hard piped and discharged to exterior unless the unit is designed to recirculate.

Insulation:

- ✓ The inspection for new insulation is to make sure that a minimum R-15 insulation with vapor barrier is installed on all finished exterior walls.

Final:

- ✓ A final inspection is conducted when the kitchen has been totally completed.
- ✓ All outlets are plug tested.
- ✓ Anything that is unique to the project is checked at this time.

Building Codes:

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

- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2006 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2004 IL State Plumbing Code
- 2006 Int'l Residential Code w/amendments
- 2003 Int'l Fire Codes w/amendments

Homeowner – Contractor Responsibilities:

- It is the responsibility of the homeowner/contractor to schedule with 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 canceled a minimum of 24 hours before the scheduled time.



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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 _____

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FEES

Fire Department Review Fee _____
 Public Works Fee _____
 Building Permit Fee _____
 Tree Preservation Review Fee _____
TOTAL FEE _____

ROUTING

Engineering _____
 Fire _____
 Electric _____
 City Engineer _____
 Historic Preservation _____
 Tree Preservation Review _____
 Planning/Zoning _____
 Economic Development _____