

Patio/Sidewalk Permit Information

Revised 12/27/2013

A building permit is required prior to installing or replacing your patio or sidewalk. 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 any property that is a
 designated landmark or within the Historic 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) copy of the plat of survey showing the footprint/location of the patio/sidewalk, drawn to scale.
- Allow a minimum of 15 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.
- 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:

- Patio fee: \$100.00 to be paid when the permit is picked up.
- Sidewalk fee: \$100 to be paid when the permit is picked up
- **Re-inspection fee:** \$75.00 to be paid prior to re-inspection if an inspection has failed.
- Type of Payment: Cash, check (made payable to the City of Geneva), MasterCard 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.
- Cold weather concrete requirements take into effect when below 50 degrees. (see handout)
- Compliance with the indicated codes, ordinances, and inspections required.
- Patios may only be allowed in the side or rear yard.
- Setbacks are determined by the zoning of the property.
- Paver patios/sidewalks shall have a compacted base per manufacturer's specification.
- Concrete patios/sidewalks must have a minimum of 4 inches of compacted base and 4 inches of concrete.
- Maximum sidewalk width is 5 feet.
- No dry cutting of materials that cause dust.
- Any work in the City Right of Way requires a separate permit and inspections through Public Works at 630-232-1501.

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.

✓ Slab Pre Pour

1/4 hour

√ Final Inspection

1/4 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.

Slab:

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

Final:

✓ At this inspection we confirm that the paver patio was installed per the approved plans.

Setbacks:

- ✓ Interior Side Yard is determined by the zoning of the property
- ✓ Rear Yard is determined by the zoning of the property
- ✓ No patio 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 that have been adopted by the City of Geneva:

- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2006 Int'l Mechanical Code
- 2012 Int'l Energy Conservation 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 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 the drawings. When scheduling inspections, <u>please have the address and permit number available</u>.
- 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



	For Office Use Only
PERMIT NUMBER	
BIN NUMBER	

APPLICATION FOR PERMIT									
PROJECT ADDRESS	\$176 S								
APPLICANT	變更難	☐ Check here if applicant is property owner							
Name									
Address									
	City State Phone			Zip					
Email	Minustaku								
PROPERTY OWNER									
Name									
Address			City	State		Zip			
Email			Phone						
CONTRACTOR					302.0				
Name									
Address									
***************************************			City	State		Ζίρ			
Email			Plumbing						
License			License						
BUILDING TYPE	TYPE OF WOR		TYPE OF ☐ Driveway/Parking	WORK - SPECIFIC (☐ Replace Windows	Check all that	apply) ☐ Electric			
☐ Residential ☐ Commercial	☐ Change of Tenant ☐ Remodel	☐ Addition ☐ Demolition	Sidewalk	☐ Roof/Siding	☐ Patio	☐ Plumbing			
☐ Other DESCRIPTION OF WOF	☐ New construction	☐ Other	☐ Basement/Attic☐ Kitchen/Bath	☐ Sign/Awning☐ Irrigation System	☐ Shed ☐ Deck	☐ HVAC ☐ Other			
Is subject property located in Historic Landmark? Historic review is required for exterior Yes	ESERVATION in the Historic District or a c Preservation Commiss or improvements. No I AM THE OWNER OF	What zoning distriction Is the use permitt Is a variance need	ZONING ict is the property located ed at this location?	in? What i	PROJECT is the estimate	r COST ted project cost?			
I HAVE BEEN AUTHORIZE AND THAT I AGREE TO C	ONFORM TO ALL APPI	LICABLE CODES, LAW	S, AND ORDINANCES O	E ALL NECESSARY IN: F THE CITY OF GENE\	/A.				
Oignaturo						For Office Use Only			
	ES			ROUTING	41				
Fire Department Review Fe									
	ee			Tree Preservation Rev	view				
Building Fermit Fe Free Preservation Review Fe		Electric		Planning/Zor	ning				
	E			Economic Developn	nent				