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

Residential Addition Permit Information

Revised: 12/31/2013

A building permit is required prior to any construction or alteration. The following are guidelines and comments for obtaining a building permit.

Application and Drawing Procedures:

- For any property 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.
- An Application for Permit will need to be filled out and submitted to the Building Division. The contractor's and subcontractor's names, address, phone number and, if required, a copy of their licenses are to be provided 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.
- 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 if applicable.
- One (1) copy of the Zoning Compatibility worksheet if applicable.
- 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.
- One (1) copy of the roofer's letter of intent, on their letterhead, including a copy of their State of Illinois Roofing License.
- The plumbing inside and outside the new home must be installed by an Illinois licensed plumber. The individual or company must provide a detailed Letter of Intent, on their letterhead, indicating they are conducting the interior or exterior or all plumbing work for the project. Along with the Letter of Intent, copies of the plumber's Illinois State Plumbing License (O-55) and Illinois State Contractor License (O-58) 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 from the construction activity zone. Please see our Tree Preservation Review Application for more details.

Fees: Addition permit fee is based on project cost if less than 400 square feet.

- $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
- $60.00 per each plumbing inspection

Addition permit fee if the addition is greater than 400 square feet.

- $50 plus $0.28 per square foot and then also a $50 plan review.

If there is remodeling involved with the addition add to the above cost for each room that is going to be remodeled:

- Bathroom $100 each.
- Kitchen $150 each.
- All other rooms $50 each.

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.

- $60.00 per plumbing re-inspection.
- $75.00 per re-inspection for all other types of re-inspections during construction.
- $75.00 + $25.00 for the third inspection if the first two failed.

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.
- The furnace room shall have a switched light and an interconnected smoke detector.
- Electric outlet receptacles shall be installed a minimum 6-foot from every break (i.e. stairway, fireplace, doors, etc...) then every 12-foot on center per 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 2006 International Mechanical Code.
- Provide access for all electric boxes, plumbing cleanouts, unions and shut offs that would be enclosed.
- Provide a lighting fixture within 4-feet of electrical panel and mechanical equipment.
- GFI receptacles are required within 3-feet from edge of bathroom sink and required for kitchen countertop areas per the 2005 NEC
- All basement bedrooms and/or finished rooms with a closet must have a window or door to exterior that meets the City of Geneva Local Amendment to the 2006 IRC.
- 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 thirty-six (36") inches. Window wells shall meet the 2006 International Residential Code and City of Geneva Amendments, 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 receptacle in unfinished areas of the basement shall be GFCI protected.
- Any Engineered lumber is required to be protected by drywall or fire sprinkler system or other approved methods.
- Any creation of dust shall be controlled on site as needed.

Per the 2012 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:

- Minimum insulation is R-19 and R-15 in basement walls. Ceilings shall be insulation to R-49.
- Duct sealing (ducts, air handlers, and filter boxes).
- Lighting fixture schedule (a minimum of 75% of all lamps to be high-efficiency) with wattage and control narrative.

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
✓ **House wrap**	½ hour
✓ **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 the Building Inspectors.

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

- ✓ If the house has a radon system, caulking is required from the basement slab to the concrete wall.
- ✓ Firestopping of all vertical penetrations required.
- ✓ The area below the basement stairs is to be framed and ready for drywall and tape installation.
- ✓ 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 furnace rooms with finished basements.
- ✓ 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-foot 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:

- ✓ All duct dampers are to be screwed in the open position in areas to be covered. This is to prevent them from vibrating shut at a later date when access is limited.
- ✓ All ductwork to be sealed and insulated as required.
- ✓ Ensure that the furnace or water heater have proper combustion air.
- ✓ An exhaust fan to the exterior will be required if a bathroom is installed. Un-insulated flexible duct can be used with a maximum run of 12 feet in conditioned space.

Insulation:

- ✓ The inspection for the insulation is to make sure the 2012 IECC requirements have been met.

Final:

- ✓ A final inspection is conducted when the addition has been totally completed.
- ✓ 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.
- ✓ Certificate of Plumbing Compliance to be turned in.
- ✓ 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/revisions
- 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/revisions
- 2003 Int'l Fire Codes/Revisions

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.

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BUILDING DEPARTMENT
109 JAMES STREET
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630/262.0280
630/262.0286 fax
lhager@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 _____

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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 _____