



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

Sewer/Water Repair Permit Information

Revised: 11/20/2014

A building permit is required prior to repairing a sewer. The following are guidelines and comments for obtaining a building permit.

Application and Drawing Procedures:

- An Application for Permit is to be filled out completely and submitted to the Building Division.
- One (1) copy of the plat of survey showing the location of the repair.
- The plumbing company is to provide 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 submitted.
- If work is being done on the public portion of the property, the contractor performing the work must obtain a Right-of-Way (ROW) permit from the Public Works office prior to obtaining a permit through the Building Division. The Public Works office is located at 1800 South Street, Geneva, IL. Phone: 630 232-1501.
- This permit may be issued over the counter if all the required information is provided.

Fees:

- **Sewer permit fee:** \$90.00 to be paid when the permit is picked up.
- **Re-inspection fee:** \$60.00 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.
- Compliance with the indicated codes, ordinances, and inspections required.

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.

- ✓ **Trench inspections (2)** **½ hour each**
 - **This inspection is performed by the Public Works office for the public side of the property and for connecting to the City water main. Please call 630 232-1501 prior to back fill.**
 - **This inspection is performed by First Inspection Services for the private side of the property. Please call 630 262-0280 prior to backfill.**

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.

Trench:

- ✓ The inspection of the trench is conducted prior to the backfill of the trench.

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
- 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 Public Works Department the required inspections. Please call 630 232-1501 for 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



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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

ROUTING

Building Permit Fee _____
 Fire Department Fee _____
 Plumbing Fee _____
 Public Works Fee _____
 Tree Preservation Fee _____

Engineering _____
 Fire _____
 Electric _____
 City Engineer _____

Historic Preservation _____
 Tree Preservation Review _____
 Planning/Zoning _____
 First Inspection Services _____

TOTAL FEES _____