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

Windows, Exterior Doors, and Siding Replacement

Revised: 12/31/2013

A building permit is required prior to replacing a window, exterior door, or siding. 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 Preservation 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.
- Permit fee is paid and the permit is issued over the counter unless there are structural changes being made or the property is located in the Historic District. See below for more details.

Fees:

- **Window replacement permit**: $75.00 to be paid when permit is issued.
- **Door replacement permit**: $50.00 to be paid when permit is issued.
- **Siding replacement permit**: $75.00 to be paid when permit is issued.
- We accept cash, check (made payable to the City of Geneva), MC and Visa.

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.

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

General Comments:

- A minimum of 24-hour notice is required when scheduling any inspection.
- Address numbers a minimum of five (5) inches tall of contrasting color shall be posted on the home at all times within ten (10) feet of the front door and visible from the street.

Windows:

- Tempered/Safety glass required per IRC R308.
- Egress requirements for existing windows may not be decreased in size.
- If there are any structural changes being made, the permit cannot be issued over the counter. The Application for Permit must be submitted, along with two (2) sets of drawings showing the construction details. The project would be classified as an alteration and the fees would be not be the same as listed in this packet.
- All new windows and doors are required to have a U-Factor (the rate at which a window, door, or skylight conducts non-solar heat flow) of 0.32 or lower. (The lower the U-Factor number, the more energy-efficient the windows, doors, or skylights will be.)
- All new skylight windows are required to have a U-Factor of 0.55.
- **The U-Factor stickers are required to be on the glass at final inspection, turned out so that the building inspector can verify from the exterior.**

Doors:

- If there are any structural changes being made, the permit cannot be issued over the counter. The Application for Permit must be submitted, along with two (2) sets of drawings showing the construction details. The project would be classified as an alteration and the fees would be not be the same as listed in this packet.

Siding:

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- If there are any structural changes being made, the permit cannot be issued over the counter. The Application for Permit must be submitted, along with two (2) sets of drawings showing the construction details. The project would be classified as an alteration and the fees would be not be the same as listed in this packet.
- House wrap inspection required.

Inspections – Clarification and Details:

Windows, Exterior Doors, and Siding:

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.

- ✓ **House wrap (siding)** **½ hour**
- ✓ **Final** **½ hour (Interior Inspection may be necessary)**

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.

House wrap:

- ✓ Confirm house wrap is installed per manufacturer's specifications and all seams are sealed.

Final:

- ✓ Confirm address size and placement per city code.
- ✓ Confirm windows, doors and siding are weather tight.

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
- 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 – 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 permit number available.
- Inspections shall be cancelled 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 ☐ 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 _____