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

Attic Finish/Remodel Permit Information

Revised: 7/16/12

A building permit is required prior to any construction or alteration in an attic. 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.
- Two (2) sets of drawings showing construction details for the finish, remodel, or alteration of the attic are to be submitted with the application.
- 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.
- If there is any plumbing being done on the project, the work may be done by the owner only if he/she is an occupant and it is a residential home. Should anyone other than the owner do the plumbing, it must be done by an Illinois licensed plumber. The individual or company must provide a Letter of Intent, on their letterhead, indicating they are conducting the work for the project. Along with the Letter of Intent, copies of the plumber's Illinois State Plumbing License and Illinois State Contractor License must be provided.
- Once the project is completed and prior to the final inspection, a Certificate of Plumbing Compliance form must be submitted by the person who installed the plumbing work. This certificate states that the work done meets the current State of Illinois Plumbing Code.
- Allow 10 working days for the permit application to be review 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: Attic Finish/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

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:

- **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.
- Electric outlet receptacles shall be installed a minimum 6 feet from every break (i.e. stairway, fireplace, doors, etc...) then every 12 feet on center per NEC.
- Fire-stopping is required for the top and bottom wall plates between floor and roof 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, and valve shut offs.

- GFI receptacles are required within 3 feet from edge of bathroom sink.
- All insulation must meet the 2009 International energy code.
- All bedrooms and/or finished rooms with a closet must have a window or door to exterior that meets the egress requirements.
- Lights in closets must be installed in compliance with the National Electrical Code, 2005 Edition, Section 410.2.

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:

- Minimum insulation is R-20 for the walls.
- Minimum insulation is R-38 for the ceiling.
- Duct sealing (ducts, air handlers, filter boxes, and building cavities used, as ducts shall be sealed).
- Lighting fixture schedule (a minimum of 50% 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:

✓ **Framing**	½ hour - Conducted at the same time as the electric inspection
✓ **Electric**	½ hour - Conducted at the same time as the framing inspection
✓ **Underground/Slab**	¼ hour
✓ **HVAC**	¼ hour
✓ **Insulation**	¼ 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 our Building Inspectors.

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

- ✓ 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, in attic, 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.
- ✓ 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: 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.

- ✓ 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.
- ✓ 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.
- ✓ An exhaust fan to the exterior will be required if a bathroom is installed. Insulated flexible duct must be used.

Insulation:

- ✓ The inspection for the insulation is to make sure that a minimum R-20 insulation with vapor barrier is installed on all finished exterior walls and R38 for ceilings.

Final:

- ✓ A final inspection is conducted when the attic remodeling or finishing has been totally completed.
- ✓ All outlets are plug tested.
- ✓ Smoke detectors/Carbon Monoxide detectors are tested.
- ✓ Egress requirements from all finished portions of the attic are confirmed.
- ✓ Handrails and guards are measured for minimum and maximum requirements.
- ✓ 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
- 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
GENEVA, IL 60134
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 _____