



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

Change of Tenant Permit Information

Revised 5/8/2017

A Change of Tenant permit is required prior to a new business opening or an existing business relocating to another location. The following are guidelines and comments for obtaining a permit. A Certificate of Occupancy will be issued upon successful completion of the Change of Tenant permit process.

Application and Drawing Procedures:

- An Application for permit is to be filled out and submitted to the Building Division.
- Three (3) copies of the layout (space that will be occupied) showing the exits, exit signs, exit lighting, fire extinguishers, and all changes that are being made (in detail) to the Building Division. **Application must include furniture/equipment layout diagram.** If there is any plumbing work being done, 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 provided.
- A PDF electronic copy of the plan 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.
- Allow 15 working days for the permit application to be review and approved.
- A member of our staff will call you and let you know that your permit is ready to be picked up and paid for.

Fees: Change of Tenant permit fees are based on project cost for both the Building Division & Fire Department

- Building Division
 - \$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.
- Fire Department
 - \$75.00 for the first \$1,000 of project cost plus
 - \$2.00 per each thousand or portion of the project cost after the first \$1,000.
- First Inspection Services (Plumbing)
 - \$165.00 commercial plan review fee plus
 - \$5.50 per fixture or sanitary opening over 10 plus
 - \$60.00 per inspection.
- We accept cash, check (make payable to the City of Geneva) MC, Visa, and Discover.

Re-inspection fees: 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.

- Building Division
 - \$100.00 per re-inspection for all types of inspections during construction.
 - \$100.00 + \$25.00 for the third inspection if the first two failed.
- Fire Department
 - \$50.00 per re-inspection for all types of inspections during construction.
- First Inspection Services (Plumbing)
 - \$60.00 re-review fee.
 - \$60.00 per re-inspection for all types of plumbing inspections during construction.

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.
- Please see the following pages for more information.

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. Inspections must be scheduled by calling (630) 262-0280 for both the Building Division and the Fire Department. For fire related questions, please call 630 232-2530.

- | | |
|----------------|--|
| ✓ Final | 1 hour |
| ✓ Other | ½ hour - Determined by the scope of work |

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.

Final:

- ✓ A final inspection is conducted when all requirements noted on the permit have been met.
- ✓ All outlets are plug tested.
- ✓ Egress requirements are confirmed.
- ✓ Anything that is unique to the project is checked at this time.

Other:

- ✓ Determined by the scope of the work.

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** (See below)
- 2006 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2014 IL State Plumbing Code
- 2006 Int'l Residential Code w/amendments
- 2009 Int'l Fire Codes w/amendments

**** 1018.2 Buildings with One Exit:** Buildings with one exit and stories above the first floor with one exit: In Use Group B and S, only one exit shall be required at the floor of exit discharge and for one floor directly above or below the level of exit discharge when meeting all of the following conditions:

1. The entire building is provided with a fire alarm system in accordance with this Code and the Fire Prevention Code.
2. The gross floor area does not exceed 2000 square feet.
3. The occupant load does not exceed twenty (20) persons.
4. The exit is of one hour fire rated construction and discharges directly to the exterior of the building without passing through another tenant space, foyer or lobby.

Owner – Contractor Responsibilities:

- It is the responsibility of the owner/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.



City of Geneva
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CHANGE OF TENANT PERMIT & CERTIFICATE OF OCCUPANCY INFORMATION & CHECKLIST

DO I NEED A CHANGE OF TENANT PERMIT?

1. Are you a new business in the City of Geneva? Yes No
2. Are you moving your business to a new location within the City of Geneva? Yes No
3. Are you expanding your business at its current location? Yes No
4. Are you purchasing an existing business? Yes No

If you answered "Yes" to any of the above questions, a Change of Tenant permit is required through the City of Geneva.

If physical changes are being made to the interior/exterior, a building permit is also required.

(See Building Permit Application Requirements, reverse)

If serving food and/or liquor, please contact staff for Restaurant/Liquor License. (See Staff Contacts, reverse)

CHANGE OF TENANT PERMIT—APPLICATION CHECKLIST

Successful completion of the Change of Tenant Permit process results in the issuance of a Certificate of Occupancy, which is required to open your business. A business may not open until the Certificate of Occupancy has been issued.

The City of Geneva does not require a business license for new businesses but does require a "Change of Tenant Permit" which, when successfully completed, results in a "Certificate of Occupancy". A new business cannot open its doors without a Certificate of Occupancy. The City requires completion of this process to ensure that the type of business use is permitted in the existing location, improvements to the interior/exterior comply with adopted City codes, and that emergency egress is identified and is barrier-free. The "Change of Tenant" Permit and "Certificate of Occupancy" checklist process is as follows:

- Step 1. Apply for the "Change of Tenant" permit and Building Permit, if performing physical construction or installing signs or awnings. (See reverse for application requirements)
- Step 2. City of Geneva staff reviews application and supporting documentation for code compliance. (Allow a minimum of 3 weeks for review).
- Step 3. City staff contacts applicant when permit is ready.
- Step 4. Applicant picks up permit, pays permit fee. Permit application will contain comments from City staff on how to perform the required construction work in order to comply with City Code.
- Step 5. Perform construction work to specifications outlined by City staff.
- Step 6. Call for inspections. As the various types of construction work are completed, inspections by City staff are required.
- Step 7. City Staff conducts required inspections on work performed. If, upon inspection, work does not comply, allow for more time to complete construction and call for re-inspection(s).
- Step 8. Once work has been inspected and has been found to be code compliant, a written "Certificate of Occupancy" is issued by the Building Commissioner.
- Step 9. Once applicant has the written "Certificate of Occupancy", the business may open. A new business cannot open its doors without a Certificate of Occupancy.



CHANGE OF TENANT PERMIT / CERTIFICATE OF OCCUPANCY PROCESS

CHANGE OF TENANT PERMIT—APPLICATION REQUIREMENTS

To apply for a "Change of Tenant" permit the following documents are required:

- City of Geneva, Permit Application form
- Three(3) copies and a PDF version of a scaled floor plan of the interior space. The floor plan must show all walls, windows, doors, electrical switches/outlets, emergency lights, exit signs, fire extinguishers, furnishings, racks, and any other fixtures.

Submit the above to the City's Building Division, 109 James Street. Since the City's Building Division and Fire Department review for most applications takes two weeks, please plan accordingly.

BUILDING PERMIT—APPLICATION REQUIREMENTS

If planning on making any improvements to the interior or exterior a City of Geneva Building Permit is also required. Note: if you are planning exterior improvements to buildings that are located in the Historic District, these improvements must first be reviewed and approved by the Historic Preservation Commission. Below please find information about the required documents for a building permit:

- City of Geneva, Permit Application form—complete the form
- Three(3) copies and a PDF version of scaled plans and/or elevations indicating the proposed improvements.

Submit the above to the City's Building Division, 109 James Street. Since the City's Building Division and Fire Department review for most applications takes two weeks, please plan accordingly.

CITY STAFF CONTACTS—FOR INSPECTIONS OR INQUIRIES

Building Division:	630/262.0280	Laura Hager	lhager@geneva.il.us
Building Division:	630/262.0280	Lori Johnson	ljohnson@geneva.il.us
Fire Department:	630/232.2530	Dustin Schultzei	dschultze@geneva.il.us
Historic Preservation:	630/938.4541	Michael Lambert	mlambert@geneva.il.us
City Planning:	630/845.9654	Paul Evans	pevans@geneva.il.us
Restaurant//Liquor License:	630/938.4544	Jeanne Fornari	jfornari@geneva.il.us
Economic Development	630/938.4555	Jamie Heflin	jheflin@geneva.il.us

SIGN/AWNING PERMIT—APPLICATION REQUIREMENTS

The City of Geneva requires a permit for signs and awnings. To apply for a permit, submit the following documents and information. If the sign is for a building located within the City's Historic District, then review by the Historic Preservation Commission is required before the Building Permit may be issued.

- City of Geneva, Permit Application form—complete the form
- Two (2) copies and a PDF version of the proposed sign or awning. Sign illustration should indicate where and how the sign will be installed, the materials/colors of the sign, the dimensions of the lettering/logo on the sign and if exterior lighting will be included. Illustration of awning should show where and how the awning will be installed, the style/frame of the awning and the material/color, dimensions of lettering/logo and if exterior lighting will be included.
- A-Frame Sign— See A-Frame Permit Informational Packet

Submit the above to the City's Building Division, 109 James Street. Since the City's Building Division and Fire Department review for most applications takes two weeks, please plan accordingly.



CITY OF GENEVA
BUILDING DEPARTMENT
109 JAMES STREET
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630/262.0286 fax
pdf@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
- 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 _____

For Office Use Only

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 _____



City of Geneva Business Contact Form

The City of Geneva Economic Development Department maintains a contact information database for all businesses located within the City.

- GET YOUR BUSINESS LISTED IN THE GENEVA BUSINESS DIRECTORY ON THE CITY'S WEBSITE
- BE INCLUDED IN THE GENEVA VISITOR'S GUIDE MAP (IF APPLICABLE)
- RECEIVE CITY NEWS SPECIFICALLY FOR GENEVA BUSINESSES

**Due to the Illinois Freedom of Information Act, a FOIA requestor may ask for certain records including email addresses. Personal email addresses are exempt. Please specify if you are providing a personal email address or business email address below.*

Business Name: _____

Business Address *include Ste:* _____

Business Phone Number: _____

Website: _____

Contact Name: _____

Contact Phone: _____

Email*: _____

Circle Email Type*: Personal Business

Alt Contact Name: _____

Alt Contact Phone: _____

Illinois Business Tax (IBT) Number:

Anyone selling products in Geneva is required by state law to report sales to the state

Number of Employees in Geneva:

Full Time _____

Part Time _____

Business Description:

Provide a brief business description to see your business listed in the City's complimentary on-line Business Directory:

Questions? Contact Jamie Heflin, City of Geneva, 22 S First St. Geneva, IL 60134, at 630-938-4555.

Return completed form by mail, or email jheflin@geneva.il.us.

Form may also be completed online @ www.geneva.il.us/businesscontact