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

New Construction Commercial Permit Information

Revised: 4/21/2015

A building permit is required prior to constructing a new commercial building. The following are guidelines and comments for obtaining a building permit.

*** Permit Applications will not be accepted until all information is received ***

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 commercial 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 and Site plan 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 (Com Check) or others if applicable.
- One copy of the Manual J calculations for HVAC 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.
- 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 feet of the construction project. Please see our Tree Preservation Review Application for more details.
- The plumbing inside and outside the new commercial building 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 a minimum of 45 working days for the permit application to be review and approved.
- Site prep work see below.

Fees: New construction Commercial permit fees are based on square footage.

- $50.00 plan review fee.
- $50.00 occupancy permit.
- $0.38 per square foot for Building Division.
- Fire Department Fees:
  - $0.03 per square foot for the first 10,000 square feet.
  - $0.025 per square foot for 10,001 to 20,000 square feet.
  - $0.02 per square foot for 20,001 to 40,000 square feet.

- $0.015 per square foot for 40,001 plus square feet.

- $150 per plumbing plan review plus $5.00 per fixture over 10 outlets.
- $60.00 per each plumbing inspection.
- Sewer and water fees.
- Impact fees (if applicable)
- Kane County road impact fee. (contact KDOT)

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.

- $100.00 per re-inspection for all Building Division inspections during construction.
- $50.00 per re-inspection for all Fire Department inspections.
- $60.00 per plumbing re-inspection.
- $100.00 + $25.00 for the each inspection failed after the first failed inspection.

Site Preparations:

- Silt fence must be installed around entire lot.
- Construction sign to be posted at all times.
- Dumpster and porta john to be on site at all times.

Engineering Approval:

- A Right of Way Permit to be secured through public works.
- Proposed grading and site plan to be approved.
- Final Grading plan to be approved.

General Comments:

- **<u>The application packet and stamped City approved plans are to be on the job site at all times.</u>**
- 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.
- All electric to meet or exceed the 2005 NEC.
- Fire-stopping is required for the top wall plate between wall and foundation and all chases with approved material.
- HVAC is to be installed per the 2006 International Mechanical Code.
- The clearance required for an electric panel with no obstructions is 36-inches in front of the panel.

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**	1 hour -	Conducted at the same time as the framing inspection.
✓ **Electric service**	½ hour	
✓ **Service walk and stoops**	¼ hour	

- ✓ **HVAC** ¼ hour
- ✓ **Insulation** ¼ hour
- ✓ **Above ceiling** ½ 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 our Building Inspectors.

Footings

- ✓ Confirm that the soils will meet the bearing weight requirements.
- ✓ Confirm size and depth to call out on the plan set.
- ✓ Confirm steel reinforcement.

Foundation Walls

- ✓ Confirm size and depth of foundation wall.
- ✓ Confirm steel reinforcement.

Backfill

- ✓ As built survey to confirm setbacks.
- ✓ Confirm foundation water proofing.
- ✓ Remove all construction debris and garbage from along foundation wall
- ✓ Confirm insulation. (if Applicable)

Underground electric and concrete slab inspections

- ✓ Underground electric to be installed per 2005 NEC.
- ✓ Underground electric to be inspected prior to backfill.
- ✓ Confirm insulation. (if applicable)
- ✓ Confirm steel reinforcement.
- ✓ Confirm depth of concrete slab.

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

- ✓ Maintain 30-inch side to side and 36-inches frontal clearance from electric panel cover with no obstructions in this area.
- ✓ All vertical penetrations shall be fire stopped with fire rated caulk. (no foam allowed)
- ✓ 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 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.

HVAC:

- ✓ Furnace and water heater to be installed per manufacturer's specifications with documentation on hand for inspection.
- ✓ Ensure that the furnace and/or water heater have proper combustion air.
- ✓ An exhaust fan to the exterior will be required if a bathroom is installed. In conditioned space un-insulated flexible duct can be used with a maximum run of 12 feet.

Insulation:

- ✓ Confirm proper insulation meeting the energy code and plan requirements.

Final:

- ✓ A final inspection is conducted when the new building has been totally completed.
- ✓ As built survey confirming building height and setbacks.
- ✓ All outlets are plug tested.
- ✓ Handrails and guards are measured for minimum and maximum requirements.
- ✓ Anything that is unique to the project is checked at this time.
- ✓ All plumbing inspections have been completed and approved.
- ✓ All re-inspection fees have been paid.
- ✓ Accessibility items are checked for compliance.
- ✓ Structural steel certificates.
- ✓ Welding certificates and reports.
- ✓ Soil and concrete reports.
- ✓ HVAC balance reports.
- ✓ HVAC commissioning of system.
- ✓ Final grading approval from the City of Geneva Engineering Department.
- ✓ Others as required.

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
- 2005 Nat'l Electrical Code
- 2004 IL State Plumbing Code
- 2006 Int'l Residential Code w/amendments
- 2012 Int'l Energy Conservation Code
- 2009 Int'l Fire Codes w/amendments

General Contractor Responsibilities:

- It is the responsibility of the General Contractor to schedule ALL 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
Building Division
109 James Street
Geneva, Illinois 60134

Date _____

Date Received _____

Permit Number _____

Routed to:
DM _____
BS _____
RB _____
PA _____
JH _____
DC _____
Planning _____
Other _____

APPLICATION FOR PERMIT

PROJECT ADDRESS _____

Name of Applicantt _____

Applicant Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Project Description _____

New Construction Information

Subdivision Name _____ Lot Number _____ Phase _____

Building Width _____ Length _____ Height _____ Stories _____

Bedrooms _____ Bathrooms _____ Total Square Footage (gross) _____

Utility Information

ELECTRIC SERVICE CHARACTERISTICS

Electric Service Size (amps) _____ Electric Service Secondary Voltage _____ Phase: Single or 3 Phase
Circle one

WATER SERVICE CHARACTERISTICS

Number of Fixture Units _____ Estimated Length of Water Service Line _____

Water Meter Size as calculated using the State of Illinois Plumbing Code Current Edition. Circle One:
¾ inch. 1 inch, 1 ½ inch, 2 inch, 3 inch, 4 inch 6

Name of Property Owner _____

Owner Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Contractor Name _____

Contractor Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Roofing License Number _____ Plumbing License Number _____

Project Cost: $ _____ Retail Value of New Project: $ _____

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER (S) OF RECORD, AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER (S) TO MAKE THIS APPLICATION AND SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT OF THE OWNER(S) AND THAT WE WILL CONFORM TO ALL THE APPLICABLE CODES, LAWS, REGULATIONS OR ORDINANCES OF THE CITY OF GENEVA, STATE OF ILLINOIS AND FEDERAL GOVERNMENT. Signature: _____

For Office Use Only: Zoning: _____ Ward: _____ Hist. Dist: _____ Area: _____ Water meter up-charge _____

Fire Review Fee: _____ Fire Station 2 Fee: _____ Electric Connect Fee: _____ S&W Fee: _____

School Fee: _____ Park Fee: _____ Library Fee: _____ Building Permit Fee: _____

Plumbing Fee _____ Tree Pres Fee _____ TOTAL FEES _____