



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

Remodel Commercial Permit Information

Revised: 6/26/14

A building permit is required prior to remodeling a 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 are to be submitted with the application including structural changes, framing, electrical, mechanical, plumbing, and others as required.
- One (1) copy of the energy code compliance (comcheck) 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.
- Please submit sign permit applications separate from the building permit applications.
- The plumbing inside the 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.

Fees: Commercial remodel permit fees are based on square footage.

- Building Division Fees:
 - \$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 Fees:
 - \$50.00 for the first \$1,000 of project cost plus
 - \$2 per each thousand or portion of the project cost after the first \$1,000
- Plumbing fee depending on project scope.
- Sewer and Water fees (if applicable)
- Impact fees (if applicable)

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.
- \$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.
- All electric to meet or exceed the 2005 NEC. NM cable (romex) is not permitted in commercial construction.
- Fire-stopping is required for the top wall plate between wall and foundation and all chases with approved material. (see attached diagram)
- 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:

✓ Underground plumbing	½ hour
✓ Underground electric	½ hour
✓ Pre-pour slab	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
✓ HVAC	¼ hour
✓ Insulation	¼ 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.

Electric Service

- ✓ The city of Geneva maintains its own electric utility and will perform an exterior inspection of the service.

Fire Department

- ✓ Fire Department reviews the permit plans and is involved with the framing and electric, above ceiling and final inspection along with the Building Division
- ✓ Fire Department will review and approve sprinkler drawings.

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.
- ✓ 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
- ✓ Drains, waste, and vents must be Schedule 40 PVC or cast iron.

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.
- ✓ HVAC balance reports will be due prior to final inspection

Insulation:

- ✓ All insulation installed must be the prescriptive requirements of the 2012 IECC or the submitted performance plan submitted with the permit drawings

Final:

- ✓ A final inspection is conducted when the new building has been totally completed.
- ✓ All outlets are plug tested.
- ✓ Handrails and guards are measured for minimum and maximum requirements.
- ✓ HVAC balance report to be submitted. (if applicable)
- ✓ 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.
- ✓ Final grading approval from the City of Geneva Engineering Department.

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
- 2012 Int'l Energy Conservation Code
- 2003 Int'l Fire Codes/Revisions

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.



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BUILDING DEPARTMENT
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GENEVA, IL 60134
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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
- 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

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 _____