

**CITY OF GENEVA**  
**Community Development Department**  
**Building and Zoning Division – Historic Preservation Commission**

**INFORMATION REGARDING PERMIT APPLICATIONS FOR BUILDINGS IN THE GENEVA  
HISTORIC DISTRICT**

In order to maintain the historic integrity of properties located within the Geneva Historic District, all applications for building permits for these properties are subject to the review of the Geneva Historic Preservation Commission. A Historic Preservation Review Application will need to be submitted prior to building permit application. A building permit will not be issued until this review occurs and approval is granted.

1. When requesting a building permit for an **addition** or **alteration** to a building in the Historic District, the following documents must be submitted:
  - a) 14 copies of the facade elevations, including measurements
  - b) 14 copies of the site plan or plat of survey with building outline and proposed changes
  - c) 14 copies of photographs of existing structure
  - d) 14 copies of the color scheme of the proposed addition or alteration
  - e) 1 copy of building material samples (roof, siding, chimneys, etc.).
  - f) 14 copies of cut sheets for proposed doors and windows
  - g) 14 copies of narrative describing proposed changes
  
2. When requesting a building permit to erect a **fence** (street-facing yards only) in the Historic District, the following documents must be submitted already collated into 14 packets with the applicants name and address on the front page:
  - a) 14 copies of a site plan or plat of survey showing location of fence
  - b) 14 copies of a drawing of fence detail including measurements (manufacturer's cut sheet)
  - c) 14 copies of photograph(s) of site
  
3. When requesting a building permit for a **sign/awning** in the Historic District, the following documents must be submitted already collated and stapled into 14 packets with the applicants name and address on the front page:
  - a) 14 copies of a color drawing of the sign/awning including measurements
  - b) 14 copies of a façade elevation showing sign/awning placement
  - c) 14 copies of a photograph of the sign/awning location
  - d) If free-standing sign, 14 copies of site plan or plat of survey showing sign location
  
4. When requesting a building permit for **new construction** in the Historic District, the following process is required:

Meet with city staff and representative from the Historic Preservation Commission for a pre-application meeting to discuss elements of proposal prior to submitting final plans.

  - a) Applicant should bring the following documents to this meeting:
    - 1) working drawings or sketches
    - 2) photographs of site

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- b) Once the proposal has passed the pre-application stage, the Applicant should submit the following documents for review by the full Commission:
  - 1) 14 copies of written specifications including measurements
  - 2) 14 copies of photographs of current site and surroundings
  - 3) 14 copies of proposed façade elevations, including measurements
  - 4) 14 copies of the color scheme of the proposed building
  - 5) 1 copy of building material samples (roof, siding, chimneys, etc.)
  - 6) 14 copies of site plan showing proposed building, grading and topography
  - 7) 14 copies of cut sheets for proposed doors and windows
  - 8) 14 copies of narrative describing proposal
  
- 5. When requesting a building permit application for **demolition** of a structure in the historic district, the following items are required:
  - a). Date of construction of the building
  - c) Building timeline (i.e., dates and locations of additions, demolitions, changes)
  - d) Historical information regarding building (i.e., notable residents, highly recognizable landmark, important site, etc.)
  - e) Name of original builder/owner/developer
  - f) Lot size
  - g) Building plans and elevations (original preferred if available)
  - h) Detailed description of current conditions of building
  - i) Detailed description of building materials (what is original to the structure)
  - j) Architectural style
  - k) Historic photographs of building
  - l) Current photographs of building
  - m) Narrative describing current use, future plans for site and reason for requesting demolition permit
  - n) If claiming cost of restoration as prohibitive, you must include a cost analysis comparing demolition and new construction.

These items must be researched to the best of your ability and you must include the sources that you investigated. These items should be compiled into a single document, and 14 copies of this document must be provided at the time of submitting the building permit application.

**Several sources where this information may be obtained are:**

KANE COUNTY

- 1. Kane County Recorder's Office (630-232-3400)
- 2. Kane County Tax Assessor's Office (630-232-3600)

CITY OF GENEVA

- 3. Community Development Department (630-232-0818)
- 4. Building and Zoning Department (630-262-0280)

MISCELLANEOUS

- 5. Geneva Historical Society (630-232-4951)
- 6. Geneva Public Library (630-232-0780)
- 7. Preservation Partners of the Fox Valley (630-377-6424)
- 8. Previous owners, neighbors, etc.