



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

Demolition Permit Information

Revised: 11-24-2025

A building permit is required prior to any residential or commercial demolition. A demolition followed by new construction requires a separate demolition permit and cannot be included in the new construction application. This is designed so that in the event the lot is left vacant for any period of time, it is left in a condition so it does not drain onto abutting properties. The following are guidelines and comments for obtaining a building permit.

A **commercial** demolition permit may be applied for but will not be issued until the applicant has submitted a copy of the return receipt from the IEPA (see application attached) and provided the Building Division with letters of disconnection from each of the utilities that serve the structure (electric, gas, water, sewer, and phone).

A **residential** demolition permit may be applied for but will not be issued until the applicant has provided the Building Division with letters of disconnection from each of the utilities that serve the structure (electric, gas, water, sewer, and phone).

Application and Drawing Procedures:

- An Application for Permit is to be filled out and submitted to the Building Division.
- For general permit application questions for any property within the City of Geneva, please contact the Building Division at 630 262-0280 or pdf@geneva.il.us.
- For any property in which the ***exterior is to be affected***, and is a designated Historic Landmark or located within the Geneva Historic District, an additional application is required. The Application for HPC Review is routed to our preservation planner for approval prior to the building permit being issued. Please contact our Preservation Planner, at 630 938-4541 for more information or preservation@geneva.il.us
- Mill Creek residents with building permit questions should contact the Kane County Building Division at 630 232-3485, because Mill Creek properties are not under the jurisdiction of the City of Geneva.
- The contractor's name, address, phone number and, if required, their license numbers are to be filled out when submitting the application.
- Two (2) copies of the most recent plat of survey (exact duplicate; please do not enlarge or reduce the surveys). The plat must include the following:
 - All existing structures, including the structure(s) to be demolished.
 - The location of all utilities (electric, gas, phone, sewer, water, etc).
 - Proposed grading post demolition.
 - Location of 6 foot chain link construction safety fence around entire property.
 - Rate of grass seed mixture applied post demolition.
 - Location of all trees on said property and abutting properties within the construction activity zone. (See Tree Preservation Review Application)
- 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.
- Allow 10 working days (after all documentation is received) for the permit application to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.

Fees:

- **Demolition permit fee:** \$300.00 plan review fee.
- **Tree Preservation fee:** \$100.00 (if applicable)
- **Re-inspection fee:** \$50.00 to be paid prior to re-inspection if an inspection has failed.
- We accept cash, check (made payable to the City of Geneva), MC, VISA, DISC, and AMEX.

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.
- Compliance with the indicated codes, ordinances, and inspections required.
- Hours of Operation – Construction or demolition activity cannot occur, nor can construction or demolition personnel be on site before 7 a.m. or after 8 p.m. Monday thru Friday, or before 8 a.m. or after 8 p.m. Saturdays, Sundays and City recognized holidays.
- Fencing - Contractor will install and maintain tree protection, silt fencing and chain link security fencing as required by City ordinance. The fencing will remain in sound condition during the life of the project.
- Restrooms - Contractor/owner will install or cause to install portable restrooms for use by the trades conducting work on the subject property.
- Dumpsters - Contractor/owner will have a dumpster on site during construction activity. When dumpster is full, it will be removed and an empty dumpster will replace it. Project site will be kept free of construction debris at the end of each business day.
- Loud Music - Contractor/owner will monitor the amount of noise generated by the trades conducting business on the site and using amplified music. Noise levels will be kept to a minimum.
- Post Demo Conditions - Demolition permits are good for 10 days from issuance. If a permit for reconstruction of a home is not obtained within 10 days, the site must be backfilled to original grade and the lot seeded with a minimum of 75# of perennial ryegrass per acre.
- Parking - Parking for project will be done on site. For safety reasons, parking near or around a school bus stop will be restricted further.
- Mud, Stone, and Debris on Streets/Walks – Mud, stone or debris coming from the construction/demo site will be removed a minimum of twice daily employing mechanical sweeping methods. Existing public pedestrian access (city sidewalks) across the site shall be maintained in a safe condition at all times. Visibility triangle will be kept unobstructed.
- Material Storage - Storage of construction materials on streets or other public rights of way is prohibited. Any changes caused by this activity will be repaired by the contractor or owner at their expense.
- Public Notification - A sign bearing the above regulations and a 24 hour contact phone number shall be posted by the contractor/owner on the exterior of the chain link security fence. (See attached example.)
- Dust control shall be maintained during the entire process by means necessary.
- Permission must be received from the Building Division to remove any construction, silt, or tree fence.

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 takes for each inspection.

✓ Tree preservation	1/4 hour
✓ Tree fence inspection	1/4 hour
✓ Site inspection	1/4 hour
✓ Backfill	1/4 hour
✓ Final inspection	1/4 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.

Tree Plan Review:

- ✓ This inspection consists of the review of the Tree Preservation Review Application and a site visit to ensure the proper tree protection is noted.

Tree fence:

- ✓ Confirm that the tree protection fence is in place according with the Tree Preservation Plan.

Site Inspection:

- ✓ Confirm that utilities have been disconnected and the site is ready for demolition. The silt fence, construction fence, and the construction sign are on site.

Backfill:

- ✓ Confirm backfill is completed per approved plans.

Final:

- ✓ Confirm that the demolition and lot restoration is completed per approved plans.

Building Codes:

The following are the Building Codes the City of Geneva has adopted.

- City of Geneva Municipal Code
- 2021 Int'l Building Code w/amendments
- 2021 Int'l Mechanical Code
- 2023 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2021 Int'l Residential Code w/amendments
- 2021 Int'l Fire Code w/amendments
- 2021 Int'l Energy Conservation Code
- 2021 Int'l Swimming Pool and Spa Code (ISPSC) w/amendments
- 2021 Int'l Fuel and Gas Code w/amendments

Homeowner and Contractor Responsibilities:

- It is the responsibility of the homeowner/contractor to schedule with the Building Division the required inspections.
- The required inspections are indicated on the plan review form and weather card, which is attached to the permit and the field copy of drawings. When scheduling an inspection, please have the address and permit number available.
- Inspections require a minimum of 24 hour notice. Please call (630) 262-0280 to schedule inspections.

Call **J.U.L.I.E.** (Joint Underground Location for Inspectors and Engineers) at least 48 hours prior to digging on site to locate any underground utilities. **(1-800/892-0123)**

- | | |
|---------------------------------|--------|
| • Electric Utilities | Red |
| • Comcast (Cable) | Orange |
| • Northern Illinois Gas (NICOR) | Yellow |
| • Sewer Utilities | Green |
| • Telephone Utilities | Orange |
| • Water Utilities | Blue |



CITY OF GENEVA
BUILDING DEPARTMENT
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
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 ☐ 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 _____

For Office Use Only

FEES

Building Permit Fee _____

Fire Department Fee _____

Plumbing Fee _____

Public Works Fee _____

Tree Preservation Fee _____

TOTAL FEES _____

ROUTING

Engineering _____

Fire _____

Electric _____

City Engineer _____

Historic Preservation _____

Tree Preservation Review _____

Planning/Zoning _____

First Inspection Services _____



KANE COUNTY STORMWATER MANAGEMENT PERMIT WORKSHEET

Please refer to Kane County and Certified Community Stormwater Management Ordinances for definitions of technical terms in bold and referenced Ordinance sections for additional information.

Step 1:

Is a Stormwater Management Permit Required (Section 9-28 A):

- A. Does the project disturb more than 5,000 sq ft of ground or involve 250 CY of material or more?
- B. Is the project in a **Floodplain** or is there **Floodplain** on the **Site** (including renovations or repairs to existing structures in the **Floodplain**)?
- C. Does the project impact a **Wetland**?
- D. Does the site have an existing **Detention Storage Facility** and new **Impervious Area** is being added that is not accounted for in the **Detention Storage Facility**?

If you answered YES to any of the above questions, PROCEED TO STEP 2

If you answered NO to all of the above questions, a **Stormwater Management Permit** is NOT required, however, **Erosion and Sedimentation Control Practices** (Article III) are required for all projects regardless of whether a permit is required or not.

Step 2:

Calculate Stormwater Management Measure Triggers (Table 9-81):

- A. **Hydrologically Disturbed Area** (proposed as part of this application) _____ acre(s)
- B. **New Impervious Area** since Jan 1, 2002 (existing) _____ sq ft
- C. **New Impervious Area** (proposed as part of this application) _____ sq ft
- D. CALCULATE total **New Impervious Area** (SUM B+C=D) _____ sq ft

Redevelopment Only:

- E. Existing **Impervious Area** to be removed (as part of this application) _____ sq ft
- F. CALCULATE **Net New Impervious Area** (SUBTRACT D-E = F) _____ sq ft

PROCEED TO STEP 3

Step 3:

Stormwater Mitigation/BMP Submittal (Article V):

- A. Is there an existing flooding or drainage issue in the immediate vicinity of the project?
- B. Is the **New** or **Net New Impervious Area** (proposed as part of this application - Step 2 C or Step 2 F) greater than 5,000 sq ft?
- C. Linear projects: is the **New** or **Net New Impervious Area** (proposed as part of this application- Step 2 C or Step 2 F) > 43,560 sq ft?
- D. Is the **Hydrologically Disturbed Area** greater than 3 acres?
- E. Is the Total **Impervious Area** on the **Site** greater than 50% (for a **Site** <1 acre)

If you answered YES to any of the above questions, a Stormwater Mitigation/BMP may be required

PROCEED TO STEP 4

Stormwater Mitigation/BMP Submittal
☐ Yes
☐ No

Step 4:

Stormwater Submittal (Article IV):

- A. Is the **New** or **Net New Impervious** (Step 2 D or Step 2 F) greater than 25,000 sq ft?
- B. Linear projects: is the **New** or **Net New Impervious** (Step 2 D or Step 2 F) > 43,560 sq ft and width >AASHTO?
- D. Is the **Hydrologically Disturbed Area** greater than 3 acres?

If you answered YES to any of the above questions, a Stormwater Submittal and Detention Storage Facility may be required

PROCEED TO STEP 5

Stormwater Submittal
☐ Yes
☐ No

Step 5:

Wetland and Floodplain Submittal (Article VII and Article VI):

- A. Does the **Site** contain or is adjacent to a **Linear Watercourse**, **Nonlinear Waterbody** or **Wetlands**?
- B. Does the **Site** contain **Floodplain**?

If a Qualified Review Specialist has answered YES to either question above, a Wetland and/or Floodplain Submittal may be required

PROCEED TO STEP 6

Wetland Submittal
☐ Yes
☐ No

Floodplain Submittal
☐ Yes
☐ No

Step 6:

What's Next?:

- A. Use the Kane County Stormwater Ordinance for additional information on required submittals. Contact the **Permitting Authority** to address questions or confirm submittal requirements
- B. Complete the **Stormwater Management Permit** application for the **Certified Community**
- C. Complete the submittals required for the project including the Plan Set Submittal (Article II), Soil Erosion and Sedimentation Control, Performance Security (Article VIII) and Maintenance Schedule (Article IX) in addition to submittals required above.

Disclaimer:

This worksheet provides general guidelines for determining potential requirements for a project. The worksheet includes requirements for conventional projects, however it does not address special conditions or exemptions contained within the Ordinance language or address complex project such as redevelopment with an existing detention facility. It is recommended that Applicants communicate with the **Permitting Authority** to confirm permit requirements. The **Permit Authority**, upon review of the project, may require additional submittals or **Stormwater Management Measures**.

STATE OF ILLINOIS DEMOLITION/RENOVATION/ASBESTOS PROJECT NOTIFICATION FORM

Environmental Protection Agency (IEPA): Projects of at least 160 sq./ft or 260 linear ft., or 1 cubic meter and all demolition projects shall be submitted to IEPA. This form shall be submitted for all original notifications and revisions to IEPA (**\$150**) Attach Illinois E-Pay receipt if paid electronically.

Illinois Department of Public Health (IDPH): Abatement projects greater than 3 sq./ft and or 3 linear ft. up to 160 sq.ft or 260 linear feet and all school projects shall be submitted to IDPH. This form shall be submitted for all original notifications and revisions to IDPH (no fee).

Cook County (excluding the City of Chicago):

The Department of Environment and Sustainability no longer accepts paper notifications. Visit: www.cookcountyl.gov/agency/environmental-control for electronic submission of notifications.

City of Chicago: All projects in the City of Chicago, except residential renovations in buildings with fewer than two dwelling units, must notify the City & IEPA if applicable. This form and appropriate fee shall be submitted for all notifications to the City of Chicago (see bottom pg 2 for fee amount).

Copies of this form may be found at: www.ildceo.net/enviro

Date:		Illinois E-Pay Authorization Code:				
TYPE OF NOTIFICATION: ☐ original ☐ demolition ☐ renovation ☐ cancellation ☐ revision ☐ ordered demolition ☐ annual						
Check Type of Project Below: <i>(Check all that apply.)</i>						
☐ Friable School Project ☐ Non-Friable School Floor Tile Project ☐ Commercial Public Building (Friable & Non-Friable)						
Revised by: ☐ Contractor ☐ Owner ☐ Project Designer #of times revised: List Section #'s being revised:						
1. FACILITY INFORMATION:						
Facility name:			School Bldg ID:			
Location of Asbestos Containing Material (ACM) in Structure:						
Bldg Size:	Sq.Ft.:	#Flrs:	Age:	Present Use:		
Prior Use:			Future Use (demo):			
Address:		City:		County:	Zip:	
Contact:			Phone:			
2. FACILITY OWNER OR SCHOOL DISTRICT: <i>(Tip: Complete for all projects Commercial/Public or Schools)</i>						
Facility Owner Name:						
Address:		City:		State:	Zip:	
Contact:		Email:		Phone:		
Copies of abatement permission and written verification certification to all building occupants and users from the building owner or school board shall be submitted for IDPH public and private school facilities as required by Section 855.350 of the IDPH Asbestos Code.						
3. ASBESTOS CONTRACTOR NAME:					ID#:	
Address:		City:		State:	Zip:	
Contact:		Email:		Phone:		
4. DEMOLITION CONTRACTOR NAME:						
Address:		City:		State:	Zip:	
Contact:		Email:		Phone:		
5. ABATEMENT INFORMATION:			Is Asbestos Present? ☐ Yes ☐ No			
Description of Planned Demolition or Renovation Work and Methods to be Employed Including Demolition or Renovation Techniques:						
Description of Work Practice(s) and Engineering Controls used to Prevent Emissions at the Demolition or Renovation Site:						
6. QUANTITIES:						
	Regulated Asbestos Containing Material to be removed (RACM)	Non-friable asbestos not to be removed (demolition) CAT I CAT II		Non-friable asbestos to be removed CAT I CAT II		TOTAL ASBESTOS TO BE REMOVED
Pipes (Ln. Ft.):						
Surface Area (Sq. Ft.):						
Volume (Cu. Ft.):						
<i>Tip: CAT I non-friable ACM are asbestos-containing resilient floor coverings (vinyl asbestos tile (VAT), asphalt roofing products, packing and gaskets. All other non-friable ACM are considered CAT II non-friable ACM. (RACM) is (a) friable asbestos material, (b) Category I non-friable ACM that has become friable, (c) Category I non-friable ACM that will be or has been subjected to sanding, grinding, cutting or abrading, or (d) Category II non-friable ACM that has a high probability of becoming or has become crumbled, pulverized or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations.</i>						
7. ABATEMENT START DATE:			Finish Date:	Work hours:	AM ☐ PM ☐	AM ☐ PM ☐
AND/OR DEMOLITION START DATE:			Finish Date:	Work hours:	AM ☐ PM ☐	AM ☐ PM ☐
Working Weekends?		☐ Yes ☐ No		Working Evenings?		☐ Yes ☐ No
<i>Tip: Ten day notification requires at minimum, ten (10) working days (Monday-Friday including holidays) prior to the commencement date. Ten days begin with the US postmark date or date received in office by commercial services or hand delivery. IEPA and City of Chicago cannot accept faxed copies, however, IDPH will accept faxed submissions. Phased projects will not be accepted.</i>						

8. PROJECT DESIGNER ID#: 100-		Name:	
Complete Project Designer Name and License ID# if this project was designed by a Designer.			
9. INSPECTOR ID#: 100-		Name:	
<i>Tip: If procedure utilized is visual inspection, the inspector ID# must be provided.</i>			
10. PROCEDURE, INCLUDING ANALYTICAL METHOD, USED TO DETECT THE PRESENCE OF ASBESTOS			
Name of Analytical Testing Laboratory:			
11. ASBESTOS PROJECT MANAGER ID#: 100-		Name:	
12. AIR SAMPLING PROFESSIONAL ID#: 100-		Name:	
13. DISPOSAL SITE/LANDFILL NAME:			
Address:		Contact:	
City:	State:	Zip:	Phone:
14. WASTE TRANSPORTER/NAME:			
Address:		Contact:	
City:	State:	Zip:	Phone:
15. IS DEMOLITION ORDERED BY A GOVERNMENT AGENCY?		☐ Yes ☐ No	
<i>(If yes, a signed copy of Order must be attached.)</i>			
Government representative ordering the activity:			
Title:	Date of Order:	Order Demolition Date:	
16. FOR EMERGENCY RENOVATION:			
Date and hour of emergency (mm/dd/yy):		AM ☐ PM ☐	
Describe sudden unplanned event. (example: boiler explosion) Explain how the event caused unsafe conditions or would cause equipment failure or an unreasonable financial burden.			
17. Description of procedures to be followed in the event that unexpected asbestos is found or previously non-friable asbestos material becomes crumbled, pulverized or reduced to powder.			
I certify that at least one representative trained in the provisions of 40 CFR Part 61, Subpart M, shall be on site during demolition or renovation, having in his or her possession for inspection, evidence that the requisite training has been accomplished.			
CERTIFICATE # _____		NAME OF TRAINING COURSE _____	
I certify the above information is correct.			
Signature of Demolition/Abatement Contractor or the Owner		Date	
Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h)).			
<i>Tip: All notification forms must be hand signed and dated. Hand stamps are not acceptable. IEPA and Cook County require original signatures on their notification forms. IDPH will accept photocopies. All notifications submitted to IEPA and City of Chicago must be accompanied by the appropriate fee. There is no fee for notification to IDPH.</i>			
For Cook County Departmental Use Only.			
Date Received CCDES:		Post Mark Date:	
Inspection Fee Received:		Input Into Computer:	
Inspection Priority: Top ☐ High ☐ Low ☐		Must be Inspected:	
Date(s) of Inspections:			
Inspection Report Attached: Yes ☐ No ☐		Violation Copies Attached: Yes ☐ No ☐	

The Illinois EPA is authorized to require, and you shall disclose, the information requested on this Agency form utilizing this form pursuant to the Illinois Environmental Protection Act (Act), 415 ILCS 5. Failure to disclose the requisite information on this Agency form may result in your notification being denied, and/or penalties being imposed as provided for in the Act, 415 ILCS 5/42-45.

 IL Environmental Protection Agency P.O. Box 19276 MC 41 2520 West Iles Avenue Springfield, IL 62794-9276 \$150 fee (Attach payment or Illinois E-Pay receipt if paid electronically.)	 ILLINOIS SMALL BUSINESS ENVIRONMENTAL ASSISTANCE PROGRAM Serving Small Businesses and the Environment www.ildceo.net/enviro	Submit this form to the appropriate agencies:	 IL Department of Public Health 525 W. Jefferson St. Springfield, IL 62761 (FAX: 217-785-5897) Email: DPH.Asbestos@illinois.gov
 Cook County Department of Environment & Sustainability no longer accepts the combined form and all notifications must be filed with the Department at the web address below. www.cookcountyil.gov/agency/environmental-control	 Chicago Department of Public Health Permitting and Inspections 333 S. State St., Room 200 Chicago, IL 60604	Fees apply as follows: Residential Unit with less than 4 units . . . \$300.00** Residential Units with 4 units or more . . . \$450.00 Commercial/Industrial facilities. \$600.00 ** except that asbestos abatement in residential buildings with fewer than two dwelling units are not subject to the notice and fee requirements.	

JOB SITE RULES
(Demolitions and New Construction)
Sign Size (2'x3' min)

Address & Lot Number

Contact Name

Contact Phone Number

Scheduled Date of Demolition (if applicable)

No one allowed on this property except during these hours:

Working Hours: M-F 7 a.m. – 8 p.m.

Sat, Sun, and Holidays 8 a.m. – 8 p.m.

City Parking Regulations to be enforced at all times

**Mud/debris on street to be cleared twice a day
by mechanical means.**

**All required fencing must remain in sound conditions
at all times.**

Loud music prohibited.

****Project Personnel****

Remember you are working in an established neighborhood.

Respect for neighbors will be shown at all times.

Neighbors will respect the rights of property owners.