



**CITY OF GENEVA  
BUILDING DIVISION**  
109 JAMES STREET  
GENEVA, IL 60134  
630/262.0280  
630/262.0286 fax  
[www.geneva.il.us](http://www.geneva.il.us)

## Demolition Permit Information

Revised: 10/2/18

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 any property that is a designated landmark or within the Historic Preservation 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](mailto:mlambert@geneva.il.us) for more information.
- 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 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 fences.

## 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.

✓ <b>Tree preservation</b>	<b>¼ hour</b>
✓ <b>Tree fence inspection</b>	<b>¼ hour</b>
✓ <b>Site inspection</b>	<b>¼ hour</b>
✓ <b>Backfill</b>	<b>¼ hour</b>
✓ <b>Final inspection</b>	<b>¼ hour</b>

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
- 2009 Int'l Building Code w/amendments
- 2015 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2015 Int'l Residential Code w/amendments
- 2009 Int'l Fire Code w/amendments
- 2015 Int'l Energy Conservation Code
- 2015 Int'l Swimming Pool and Spa Code w/amendments
- 2015 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

**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.**

**On street parking prohibited.**

**Parking of ALL vehicles must be on site.**

**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.**



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**BUILDING DEPARTMENT**  
**109 JAMES STREET**  
**GENEVA, IL 60134**  
**630/262.0280**  
**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** \_\_\_\_\_