



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

Driveway Permit Information

Revised: 11/24/2025

A building permit is required prior to installing or replacing your driveway. The following are guidelines and comments for obtaining a building permit.

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 this 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. 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.
- One (1) set of drawings or construction estimate showing the construction details of the driveway are to be submitted with the application.
- One (1) copy of the plat of survey showing the location of the driveway, drawn to scale.
- This permit may be issued over the counter if all the information is provided.
- If work is being done in the approach (public portion of the driveway), the contractor performing the work must submit a Certificate of Insurance with the City of Geneva listed as additionally insured equal to or greater than \$1,000,000.00 commercial general liability insurance.
- **Widening, changing material type, or curb cutting may require a Right-of-Way permit from the Public Works Office.**
- If the driveway is being widened more than 1 foot, a Tree Preservation Review Application may also be required.

Fees:

- **Driveway fee:** \$100.00 to be paid when the permit is picked up.
- **Re-inspection fee:** \$50.00 to be paid prior to re-inspection if an inspection has failed.
- **Type of Payment:** Cash, check (made payable to the City of Geneva), MasterCard, Visa, and Discover.

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.
- Driveway width restrictions: **24 feet at the property line and 27 feet wide at the street.**
- Expansion joint required between all existing concrete and the new pour.
- New Concrete Driveway shall be pinned to existing garage slab 24 inches on center with a minimum ½ inch #4 rebar.
- Concrete specifications
 - Private Driveway

- 4 inches of compacted base
 - wire or fiber mesh
 - 4 inches of poured concrete (6 bag mix)
 - Public Approach
 - 4 inches of compacted base
 - **NO REINFORCEMENT**
 - 7 inches of poured concrete (6 bag mix)
- Asphalt Specifications
 - Private Driveway
 - 4 inches of compacted base
 - 2 inches of asphalt
 - Public Approach
 - 6 inches of compacted base
 - 2 inches of asphalt
- Paver Brick Specifications
 - Private Driveway
 - Compacted base per manufacturer's specification
 - Maximum width at property line is 24 feet
 - Public Approach
 - Compacted base per manufacturer's specification

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.

- | | | |
|---|-------------------------|-----------------|
| ✓ | Slab Pre Pour | 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.

Slab:

- ✓ The inspection of the concrete slab is conducted prior to any concrete being poured.

Final:

- ✓ At this inspection we confirm that the paver or asphalt driveway was installed per the 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)
- 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



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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

FEEES	ROUTING
Building Permit Fee _____	Engineering _____
Fire Department Fee _____	Historic Preservation _____
Plumbing Fee _____	Fire _____
Public Works Fee _____	Tree Preservation Review _____
Tree Preservation Fee _____	Electric _____
TOTAL FEES _____	City Engineer _____
	Planning/Zoning _____
	First Inspection Services _____