



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

Driveway Permit Information

Revised: 10/2/18

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. 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 or changing material type, or curb cutting may require a Right-of-Way permit from the Public Works Office.
- **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 of 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 | ¼ hour |
| ✓ | Final Inspection | ¼ 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
- 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



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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 _____