



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

Residential Solar (PV) Permit Checklist

Revised: 02/18/22

A building permit is required prior to installing any photovoltaic (PV) system. The following are guidelines and comments for obtaining a residential PV 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.
- Mill Creek residents with building permit questions should contact the Kane County Building Division at 630 232-3485 or keriazakosEleas@co.kane.il.us 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.
- If Net Metering is going to be required, please contact the City of Geneva Electric Division at 630-232-1503.
- Two (2) copies of following will be required at time of permit application submittal:
 - Completed permit application
 - Scalable current plat of survey showing location of all buildings and accessory structures.
 - Scalable layout diagram showing location and quantity of all panels/arrays, disconnection types and locations. For roof mounted systems included distances to roof edges, valleys, ridges, vents, chimneys and skylights.
 - Detailed 1-line electrical diagram of entire electrical system including the PV system.
 - Manufacturer's cut sheet on all equipment associated with the PV system.
 - Verification from a Design Professional that the proposed install meets all the structural requirements of the International Residential Code.
 - Documentation and location of all required PV signage.
 - Electrical licenses and certifications.
- Permit fee is paid after review and approval of all required documents; you will be called when permit is ready to be picked up. ALL required documents must be received prior to the review.

Fees: Residential Electrical Upgrade

- \$50.00 plan review fee plus
- \$75.00 for the first \$1,000 of project cost plus
- \$10 per each thousand or portion of the project cost after the first \$1,000
- **Re-inspection fee:** \$75.00 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, and AMEX.

General Comments:

- Installation shall meet all the requirements of the currently adopted code of Geneva.
- Line and load side taps within the meter cabinet are prohibited.
- Once all the required documents are received, permits can be issued within three business days on residential installations.

- Pictures or videos may be required to verify any work that cannot be verified from the ground. This may include bonding, grounding, conductors, disconnects, wire management etc.
- Ground mounted arrays would be subject to all zoning regulations of the City of Geneva.

Inspections – Clarification and Details:

The following is a list of inspections that may be required for your project and the approximate amount of time it will take for the inspection.

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|---|-----------------|
| ✓ Final Building Inspection | 1/2 hour |
| ✓ Final Electric Division Inspection | 1/2 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.

Final:

- ✓ Disconnects.
- ✓ Wire management.
- ✓ Signage.
- ✓ Bonding and grounding.
- ✓ Structural components.
- ✓ An inspection from the Electrical Division must be set for the inspection from the meter out to transformer.
- ✓ Others as required.

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
- 2018 Int'l Energy Conservation Code
- 2015 Int'l Swimming Pool and Spa Code (ISPSC) w/amendments
- 2015 Int'l Fuel and Gas Code w/amendments

Homeowner – Contractor Responsibilities:

- It is the permit applicant's responsibility to schedule the required inspections. The required inspections are indicated on the plan review form, which is attached to your permit and the field copy of drawings. When calling to schedule an inspection, please have the address and permit number available.
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.