



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

Residential Solar (PV) Permit Checklist

Revised: 12-8-2025

A building permit is required prior to installing any photovoltaic (PV) system. The following are guidelines and comments for obtaining a residential PV permit.

Note: There may be additional electrical division requirements for commercial solar installations.

Application and Drawing Procedures:

- An [Application](#) for permit is to be filled out and submitted to the Building Division.
- 1) **Submit building permit application** and the following associated documents – please include, 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 following will be required at time of permit application submittal:
 - Completed building permit application. (Please note that the Net metering Application goes directly to Jose Ruiz at the City of Geneva Electric Division jruiz@geneva.il.us)
 - 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 City of Geneva’s adopted codes.
 - Documentation and location of all required PV signage.
 - Electrical licenses and certifications.
- 2) **Submit the required Net Metering application** to Jose Ruiz at the City of Geneva Electric Division jruiz@geneva.il.us Please contact the City of Geneva Electric Division at 630-232-1503 with questions related to net metering.
- 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. Mill Creek properties are not under the jurisdiction of the City of Geneva.
- 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 commencement of the plan 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.
- **Please note: That the City of Geneva has *deleted* (230.82(6) - 2023 NEC) which allows PV systems to be connected to the supply side of the service disconnect. (Supply side taps are not allowed)**
- Plan reviews are must be approved by both the Building Department and City of Geneva Electric Division

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.

- | | |
|---|-----------------|
| ✓ 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.

Building Department Final:

- ✓ Disconnects.
- ✓ Wire management.
- ✓ Signage.
- ✓ Bonding and grounding.
- ✓ Structural components.
- ✓ After the Building Department inspection is approved a separate inspection from the Electrical Division (630-232-1503) must be scheduled prior to the net meter being installed, this inspection is generally 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
- 2021 Int'l Building Code w/amendments
- 2021 Int'l Mechanical Code
- 2023 Nat'l Electrical Code w/ amendments
- 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 – 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.



CITY OF GENEVA
BUILDING DEPARTMENT
109 JAMES STREET
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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 _____

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FEEES

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 _____