



**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)

## Garage (Detached) Permit Information

Revised: 10/21/2019

A building permit is required prior to constructing a detached garage. 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 any property 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 drawings showing the construction details of the garage is to be submitted with the application **or** fill in the boxes on the wall section and floor plan page of this packet. If the plans are larger than 11" X 17", an electronic PDF file is required.
- Two (2) copies of the plat of survey showing the location of the garage (drawn to scale), proposed grading plan, silt fence, construction fence, and **showing the location the electric service line running into the house**. An "as built" survey may be required if the proposed garage will be installed within a foot of the required setback.
- Two (2) copies of a proposed grading plan depending on the project scope.
- One (1) copy of the electrical service one line diagram.
- One (1) copy of the Roofers state of Illinois Roofing license and a letter of intent on their letterhead.
- Allow a minimum of 15 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.
- Site prep work. (see below)
- 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 activity zone. Please see our Tree Preservation Review Application for more details.

### Fees:

- **Garage permit fee:** 50.00 plan review fee plus \$75 for the first \$1K of the project cost, then \$10 per \$1K of project cost or portion thereof.
- **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 and Visa.

### Site Preparations:

- Silt fence must be install around construction activity zone.
- A 6-foot construction fence must be installed around the construction activity zone.

### 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.
- No accessory building shall be constructed prior to construction of the principal building to which it is accessory.

- A detached accessory building or structure shall not exceed the height of the principal structure on the zoning lot, or twenty five feet (25') whichever is less.
- Minimum footing depth requirements are considered to be below finished grade. (see handout)
- All structural lumber spans are governed by the most current edition of Western Lumber Span Tables.
- A 3' x 3' concrete pad is required at the exterior side of the service door if same is included in the design.
- If electric placement is voluntarily included with this permit, the minimum placement requirements are 1 GFI protected receptacle and a switch controlled light at the exterior side of the man door. 2005 NEC
- When garage electric is to be drawn from the existing service panel, the proper burial depth of the conduit/conductors is based on the location of the trench and materials chosen. 2005 NEC
- Signed agreement to provide a paved surface driveway is required to be on file before issuance of permit if the City of Geneva determines that seasonal weather conditions are not conducive for immediate placement of paving.
- No structure shall be occupied or used until the final inspection has passed.

## 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>Footing pre pour</b>	<b>¼ hour</b>
✓ <b>Slab pre pour</b>	<b>¼ hour</b>
✓ <b>Framing</b>	<b>¼ hour</b>
✓ <b>Electric</b>	<b>¼ hour</b>
✓ <b>Electric trench</b>	<b>¼ hour</b>
✓ <b>Final</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.

### **Footing:**

- ✓ The inspection of the concrete footing is conducted prior to any concrete being poured.
- ✓ The location of the garage is checked to ensure that it is being placed in the correct location.
- ✓ The setbacks are checked from the property lines to ensure the garage is located out of the easement areas.
- ✓ The proper footing will be poured.

### **Slab:**

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

### **Frame:**

- ✓ Framing inspection will be checked per the plan design.
- ✓ Walls must be bolted 6 foot on center to concrete slab with sill sealer installed.
- ✓ Roof pitch and headers will be checked for compliance with code.

### **Final:**

- ✓ At this inspection we confirm that the garage is completed including the paint, roof, and that the framing is per the approved plans.
- ✓ Any installed electric will be checked for code compliance.
- ✓ Driveway must meet driveway requirements found in driveway packet.

### **Setbacks:**

- ✓ **Interior Side Yard** is determined by the zoning of the property
- ✓ **Rear Yard** is determined by the zoning of the property
- ✓ Detached accessory buildings or structures shall be located a minimum of 10-feet from any principal building on the lot.
- ✓ No accessory building shall be located in whole or in part on or over an easement for utilities, drainage, access, or related purposes.

## Building Codes:

The following are the Building Codes that have been adopted by the City of Geneva:

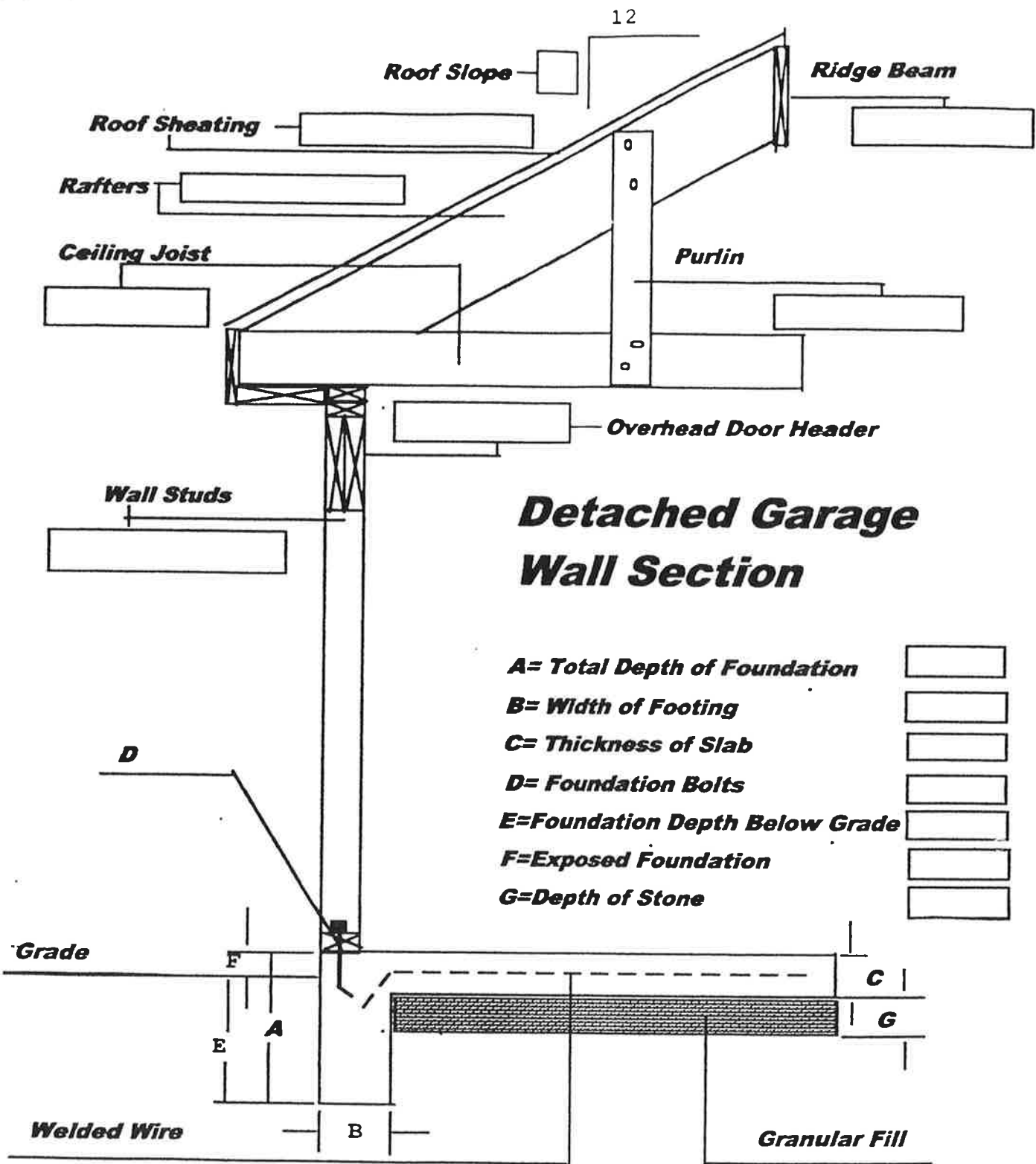
- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2015 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2015 Int'l Residential Code w/amendments
- 2009 Int'l Fire Code w/amendments
- 2015 Int'l Energy Conservation Code
- 2015 Int'l Swimming Pool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

## Homeowner and Contractor Responsibilities:

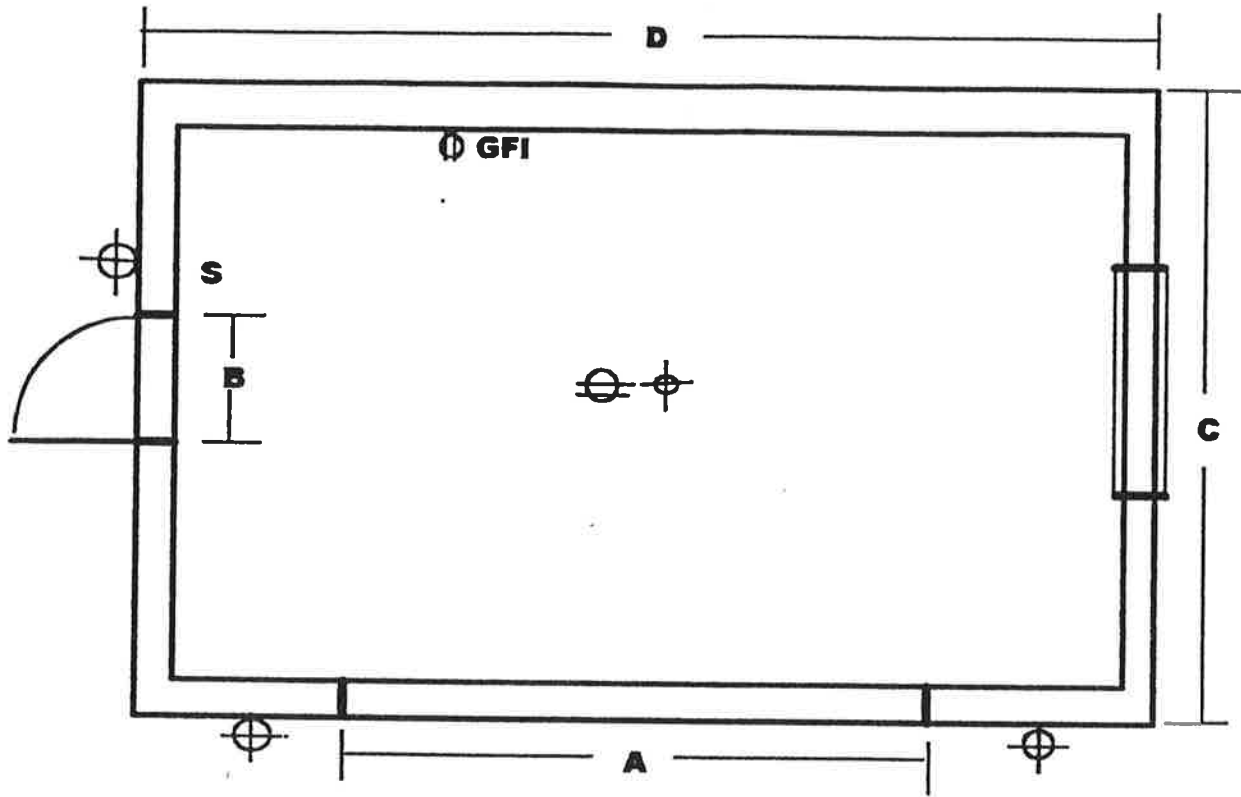
- It is the responsibility of the homeowner/contractor to schedule with the Building Division the required inspections.
- The required inspections are indicated on the plan review form and weather card, which is attached to the permit and the field copy of drawings. When scheduling an inspection, please 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



**Detached Garage**



A= Door Size

B= Door Size

C= Garage Depth

D= Garage Width

E = Electric

## Detached Garage Floor Plan



**CITY OF GENEVA**  
**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** \_\_\_\_\_