



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

Residential Addition Permit Information

Revised: 11-25-2025

A building permit is required prior to any construction or alteration. The following are guidelines and comments for obtaining a building permit.

Application and Drawing Procedures:

- An Application for Permit will need 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 in which the *exterior is to be affected*, and 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 and subcontractor's names, address, phone number and, if required, a copy of their licenses are to be provided when submitting the application.
- Three (3) copies of architectural stamped drawings showing construction details for the new residential construction are to be submitted with the application including foundation, framing, electrical, mechanical, plumbing, and others as required.
- Three (3) copies of the plat of survey showing the proposed construction, silt fence & construction fence.
- One (1) copy of a City of Geneva Right of Way Permit.
- Three (3) copies of proposed grading plan must be submitted and approved by City of Geneva Engineering Division.
- One (1) copy of the Energy Code Compliance with Inspection Checklist (Res Check) or (Rem Rate) if applicable.
- One copy of the Manual J calculations for HVAC if applicable.
- One (1) copy of the Zoning Compatibility worksheet if applicable. (If in area 1 and greater than 400 square feet)
- A PDF electronic copy of the plans is required if the plan size is larger than 11" x 17". The electronic copy must be submitted on disk or emailed to pdf@geneva.il.us.
- One (1) copy of the roofer's letter of intent, on their letterhead, including a copy of their State of Illinois Roofing License.
- Plumbing work may be done by the homeowner **only if the home is owner occupied**. If anyone else does the plumbing work or if it is a commercial property, the work must be done by an Illinois licensed plumber. The individual or company is to provide a Letter of Intent, on their letterhead, indicating they are conducting the work for this project. If the plumbing company is incorporated, the Letter of Intent must be stamped with their corporate seal. If the plumbing company is an LLC, then it must be notarized. Along with the Letter of Intent, please provide a copy of their Illinois State Plumbing License and Illinois State Contractor License.
- Allow 30 working days for the permit application to be review and approved.
- 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 from the construction activity zone. Please see our Tree Preservation Review Application for more details.

Fees: Addition permit fee is based on project cost if less than 400 square feet.

- \$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
- Plumbing fees as determined by the scope of the work.

Additional permit fee if the addition is greater than 400 square feet.

- \$50 plus \$0.28 per square foot and then also a \$50 plan review.

If there is remodeling involved with the addition add to the above cost for each room that is going to be remodeled:

- Bathroom \$100 each.
- Kitchen \$150 each.
- All other rooms \$50 each.

Re-inspection fee: During the construction of the project, should any of the required inspections fail, there is a re-inspection charge. The fee is due prior to the next inspection.

- \$66.00 per plumbing re-inspection.
- \$75.00 per re-inspection for all other types of re-inspections during construction.
- \$75.00 + \$25.00 for the third inspection if the first two failed.

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.
- The gap between concrete foundation walls and concrete floors are required to be polyurethane caulked, per the radon requirements in finished areas.
- The furnace room shall have a switched light and an interconnected smoke detector.
- Electric outlet receptacles shall be installed a minimum 6-foot from every break (i.e. stairway, fireplace, doors, etc...) then every 12-foot on center per 2023 NEC.
- Fire-stopping is required for the top wall plate between wall and foundation and all chases with approved material.(see attached diagram)
- HVAC is to be installed per the 2021 International Mechanical Code.
- Provide access for all electric boxes, plumbing cleanouts, unions and shut offs that would be enclosed.
- Provide a lighting fixture within 4-feet of electrical panel and mechanical equipment.
- GFI receptacles are required within 3-feet from edge of bathroom sink and required for kitchen countertop areas per the 2023 NEC
- All basement bedrooms and/or finished rooms with a closet must have a egress window or door to exterior that meets the requirements of the 2021 IRC.
- Every basement shall have a minimum of one (1) approved escape egress window to the exterior that meets the requirements of the 2021 IRC.
- Enclosed accessible space under stairs shall have a minimum of ½ inch drywall on the enclosed side which includes walls and stringers.
- Lights in closets must be installed in compliance with the National Electrical Code, 2023 Edition, Section 410.2.
- The clearance required for an electric panel with no obstructions is 36-inches in front of the panel.
- Any accessible receptacle in unfinished areas of the basement shall be GFCI protected.
- Any Engineered lumber is required to be protected by drywall or fire sprinkler system or other approved methods.
- Any creation of dust shall be controlled on site as needed.

Per the 2021 International Energy Conservation Code, construction documents drawn to scale shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features

of the building, systems and equipment. Details shall include, but are not limited to the following:

- Minimum insulation is per 2021 Energy Code.
- Duct sealing (ducts, air handlers, and filter boxes).
- Lighting fixture schedule (a minimum of 75% of all lamps to be high-efficiency) with wattage and control narrative.

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 will take for the inspection:

✓ Footings	¼ hour	
✓ Water service install	½ hour	
✓ Sewer service install	½ hour	
✓ Foundation wall pour	¼ hour	
✓ Backfill	¼ hour	
✓ Underground plumbing	½ hour	
✓ Rough plumbing	1 hour	
✓ Framing	1 hour	- Conducted at the same time as the electric inspection
✓ Electric	1 hour	- Conducted at the same time as the framing inspection
✓ Fire stopping	½ Hour	- Conducted at the same time as the framing inspection
✓ House wrap	½ hour	
✓ Electric service	½ hour	
✓ Garage slab	¼ hour	
✓ Basement slab	¼ hour	
✓ Service walk and stoops	¼ hour	
✓ HVAC	¼ hour	
✓ Insulation	¼ hour	
✓ Final plumbing	½ hour	
✓ Final	1 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 the Building Inspectors.

Frame and Electric: – Inspected at the same time. Prior to inspection....

- ✓ If the house has a radon system, caulking is required from the basement slab to the concrete wall.
- ✓ Fire-stopping of all vertical penetrations required.
- ✓ The area below the basement stairs is to be framed and ready for drywall and tape installation.
- ✓ Any room with a closet shall have a proper egress window/door to the exterior of the house.
- ✓ Install 110-volt with battery backup smoke detectors interconnected on every floor, in all bedrooms, and in the furnace rooms with finished basements.
- ✓ Illinois State Law requires that carbon monoxide (CO) and smoke detectors be installed within 15-feet of all sleeping rooms.
- ✓ A light switch is required at the entrance to all rooms.
- ✓ Electric outlet receptacles shall be installed a minimum 6-foot from every break (i.e. stairway, fireplace, doors, etc..) then every 12-foot on center per NEC.
- ✓ Maintain 30-inch side to side and 36-inches frontal clearance from electric panel cover with no obstructions in this area.
- ✓ In closets with switched lights installed, a minimum clearance of 6-inches is required from the fluorescent bulb to the front of the shelf.
- ✓ Access to any electrical boxes is required and the box cannot be buried behind any drywall.

Plumbing (Underground and Aboveground): Any plumbing that is done will need to be completed by the homeowner that occupies the building or an Illinois licensed plumber. Any deviations from the State of Illinois Plumbing Code must be approved in writing by a State inspector.

- ✓ Plumbing inspections are performed by First Inspection Services. Any questions please call 630-879-6145
- ✓ Drains, waste, and vents must be Schedule 40 PVC or cast iron.
- ✓ All plumbing clean out plugs must be easily accessible.

HVAC:

- ✓ All duct dampers are to be screwed in the open position in areas to be covered. This is to prevent them from vibrating shut at a later date when access is limited.
- ✓ All ductwork to be sealed and insulated as required.
- ✓ Ensure that the furnace or water heater have proper combustion air.
- ✓ An exhaust fan to the exterior will be required if a bathroom fan is installed

Insulation:

- ✓ The inspection for the insulation is to make sure the 2021 IECC requirements have been met.

Final:

- ✓ A final inspection is conducted when the addition has been totally completed.
- ✓ All outlets are plug tested.
- ✓ Smoke detectors/carbon monoxide detectors are tested.
- ✓ Egress requirements from all finished portions of the basement are confirmed.
- ✓ Handrails and guards are measured for minimum and maximum requirements.
- ✓ Anything that is unique to the project is checked at this time.

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 – Contractor Responsibilities:

- It is the responsibility of the homeowner/contractor 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 the permit number available.
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.



KANE COUNTY STORMWATER MANAGEMENT PERMIT WORKSHEET

Please refer to Kane County and Certified Community Stormwater Management Ordinances for definitions of technical terms in bold and referenced Ordinance sections for additional information.

Step 1:

Is a Stormwater Management Permit Required (Section 9-28 A):

- A. Does the project disturb more than 5,000 sq ft of ground or involve 250 CY of material or more?
- B. Is the project in a **Floodplain** or is there **Floodplain** on the **Site** (including renovations or repairs to existing structures in the **Floodplain**)?
- C. Does the project impact a **Wetland**?
- D. Does the site have an existing **Detention Storage Facility** and new **Impervious Area** is being added that is not accounted for in the **Detention Storage Facility**?

If you answered YES to any of the above questions, PROCEED TO STEP 2

If you answered NO to all of the above questions, a **Stormwater Management Permit** is NOT required, however, **Erosion and Sedimentation Control Practices** (Article III) are required for all projects regardless of whether a permit is required or not.

Step 2:

Calculate Stormwater Management Measure Triggers (Table 9-81):

- A. **Hydrologically Disturbed Area** (proposed as part of this application) _____ acre(s)
- B. **New Impervious Area** since Jan 1, 2002 (existing) _____ sq ft
- C. **New Impervious Area** (proposed as part of this application) _____ sq ft
- D. CALCULATE total **New Impervious Area** (SUM B+C=D) _____ sq ft

Redevelopment Only:

- E. Existing **Impervious Area** to be removed (as part of this application) _____ sq ft
- F. CALCULATE **Net New Impervious Area** (SUBTRACT D-E = F) _____ sq ft

PROCEED TO STEP 3

Step 3:

Stormwater Mitigation/BMP Submittal (Article V):

- A. Is there an existing flooding or drainage issue in the immediate vicinity of the project?
- B. Is the **New** or **Net New Impervious Area** (proposed as part of this application - Step 2 C or Step 2 F) greater than 5,000 sq ft?
- C. Linear projects: is the **New** or **Net New Impervious Area** (proposed as part of this application- Step 2 C or Step 2 F) > 43,560 sq ft?
- D. Is the **Hydrologically Disturbed Area** greater than 3 acres?
- E. Is the Total **Impervious Area** on the **Site** greater than 50% (for a **Site** <1 acre)

If you answered YES to any of the above questions, a **Stormwater Mitigation/BMP** may be required

PROCEED TO STEP 4

Stormwater
Mitigation/BMP
Submittal

Yes

No

Step 4:

Stormwater Submittal (Article IV):

- A. Is the **New** or **Net New Impervious** (Step 2 D or Step 2 F) greater than 25,000 sq ft?
- B. Linear projects: is the **New** or **Net New Impervious** (Step 2 D or Step 2 F) > 43,560 sq ft and width >AASHTO?
- D. Is the **Hydrologically Disturbed Area** greater than 3 acres?

If you answered YES to any of the above questions, a **Stormwater Submittal and Detention Storage Facility** may be required

PROCEED TO STEP 5

Stormwater Submittal
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Step 5:

Wetland and Floodplain Submittal (Article VII and Article VI):

- A. Does the **Site** contain or is adjacent to a **Linear Watercourse, Nonlinear Waterbody** or **Wetlands**?
- B. Does the **Site** contain **Floodplain**?

If a **Qualified Review Specialist** has answered YES to either question above, a **Wetland and/or Floodplain Submittal** may be required

PROCEED TO STEP 6

Wetland Submittal
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Floodplain Submittal
<input type="checkbox"/> Yes
<input type="checkbox"/> No

Step 6:

What's Next?:

- A. Use the Kane County Stormwater Ordinance for additional information on required submittals. Contact the **Permitting Authority** to address questions or confirm submittal requirements
- B. Complete the **Stormwater Management Permit** application for the **Certified Community**
- C. Complete the submittals required for the project including the Plan Set Submittal (Article II), Soil Erosion and Sedimentation Control, Performance Security (Article VIII) and Maintenance Schedule (Article IX) in addition to submittals required above.

Disclaimer:

This worksheet provides general guidelines for determining potential requirements for a project. The worksheet includes requirements for conventional projects, however it does not address special conditions or exemptions contained within the Ordinance language or address complex project such as redevelopment with an existing detention facility. It is recommended that Applicants communicate with the **Permitting Authority** to confirm permit requirements. The **Permit Authority**, upon review of the project, may require additional submittals or **Stormwater Management Measures**.



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BUILDING DEPARTMENT
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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 _____

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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 _____