



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

Residential Addition Permit Information

Revised: 10/2/18

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:

- For any property within the Historic 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 for more information.
- An Application for Permit will need to be filled out and submitted to the Building Division. 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.
- 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.

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 2005 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 2015 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 2005 NEC
- All basement bedrooms and/or finished rooms with a closet must have a window or door to exterior that meets the City of Geneva Local Amendment to the 2015 IRC.
- Every basement shall have a minimum of one (1) approved escape egress window to the exterior. Sill height off basement floor shall be no greater than forty-four (44") inches. Window wells shall meet the 2015 International Residential Code, Section R310.2.
- 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, 2005 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 2015 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 R-13 in basement walls. Ceilings shall be insulation to R-49.
- 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 is installed

Insulation:

- ✓ The inspection for the insulation is to make sure the 2015 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
- 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 – 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.



ZONING COMPATIBILITY & WORKSHEET

*** This worksheet shall be completed by the architect whom submitted signed and sealed plans for review.***

This document assists building permit applicants in determining whether a proposed new house or addition complies with the City of Geneva Zoning Ordinance. In order to complete this worksheet, you will need a copy of the zoning ordinance. Copies of the Zoning Ordinance are available on our website at www.geneva.il.us or at the Building Division counter. This worksheet is required to be completed and submitted with the building permit application for any of the following types of projects on property located within Residential Area One:

1. New single-family houses.
2. Additions to existing single-family houses where the gross square footage of the completed house will be increased by 400 square feet or more. This includes garages, porches and accessory structures.

SECTION 1: APPLICANT INFORMATION

Name of architect completing this worksheet: _____

Name of the firm this architect works for: _____

Architect's phone number: _____

Architect's email address: _____

Name of property owner: _____

Property Owner's phone number: _____

Property Owner's email address: _____

SECTION 2: PROPERTY INFORMATION

Project Location and Zoning

Project Address: Zoning of Property:

Lot Area and Dimensions

Lot area is calculated by multiplying the width of the lot by the depth of the lot as shown on an accurate plat of survey. Lot area is used to determine house size. The larger the lot, the larger a house can be. Lot area and dimensions also determine allowable building height and lot coverage.

What are the property dimensions?

What is the area of the property in square feet?

Does the property conform to the minimum lot size and lot frontage of the zoning district in which it is located (circle one): **Y** **N**

If yes, continue to SECTION 3 below. If no, list the zoning standards that the property does not meet in the space provided and then continue to SECTION 3.

SECTION 3: BULK STANDARDS

Yards & Setbacks

A typical single-family lot has a front yard, which is the open area in front of the house, a side yard on either side of the house and a rear yard behind the house. Setbacks are minimum distances a house must be set back from the front, street (for corner lots), side and rear property lines. In order to determine required setbacks, the yards of a lot must be determined. Each zoning lot must contain a front, rear and side yard. The fourth yard can be either a side yard if it is an interior lot or a street yard if it is a corner lot. On odd-shaped lots, all yards that are not street or rear yards are considered side yards.

A street setback is required for the front yard. A rear setback is required for the rear yard. A side setback is required for the side yard and either a side or street setback is required for the fourth yard.

There is an additional setback regulation for street setbacks. In order to determine the required street setback, measure the existing street setbacks of the houses to either side of your property and average them together. This is the required street setback for your property unless the distance is less than the required district minimum setback or greater than the listed maximum required street setback in the Zoning Ordinance.

What are the addresses of the houses on either side of your lot?

	and	
--	-----	--

What are the street setbacks (in feet) of the houses on either side of your lot?

	and	
--	-----	--

Fill in the required setbacks in the space provided. Be sure to include the average setback from above in the required street setback section. The setbacks are available in the single-family zoning district sections of the Zoning Ordinance. Once the required setbacks are determined, fill in the proposed setbacks in the space provided. The proposed setbacks must be greater than or equal to the required setbacks. If this is not the case, you will need to modify your project.

<u>REQUIRED SETBACKS</u>	
Street:	_____
Rear:	_____
Side:	_____
Side/Corner (circle one):	_____

<u>PROPOSED SETBACKS</u>	
Street:	_____
Rear:	_____
Side:	_____
Side/Corner (circle one):	_____

Please refer to Section 11-3-3 of the Zoning Ordinance and the district requirements of the specific zoning district in which your property is located for standards governing setbacks and yard permissibility for accessory buildings or structures.

SECTION 3: BULK STANDARDS—CONTINUED

Lot Coverage

Lot coverage is the measurement of all impervious surfaces on the property. This includes all hard surface areas such as patios, decks, driveways, and sidewalks, plus the house and any accessory structures such as gazebos, sheds, etc. Allowable lot coverage is calculated by multiplying the lot area by either .40 if your lot is less than 20,000 square feet in area, or by .30 if your lot is 20,000 square feet or larger in area. The resulting amount is the maximum amount of lot coverage you are permitted to have on your lot. In the space provided below, provide both the allowed and the proposed lot coverage for your project.

Does your existing or proposed house contain a detached garage or a side/rear-loaded attached garage? If it does, your house may qualify for a 5% bonus to lot coverage. In the space provided below, fill in both the allowed lot coverage and the proposed lot coverage and indicate if your project qualifies for a 5% lot coverage bonus.

Allowed:

Proposed:

Does your project qualify for a 5% lot coverage bonus? (circle one)? **Y** **N**

Building Height

To calculate allowable building height, you may need assistance from a surveyor or a civil engineer because you will need to determine the average ground elevation above mean sea level at the corners of the zoning lot at the street right-of-way line. For an interior lot, use the two front corners. For a corner lot, use the three corners of the lot that are adjacent to the street. Insert the elevations of the two (or three) corners in the spaces provided:

Elevation of 1st corner	Elevation of 2nd corner	Elevation of 3rd corner (only used on corner lots)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert the average of the two (or three on a corner lot) elevations from boxes 1, 2 and 3 above in the box to the right:

Insert the finished first floor elevation of the house in the box to the right:

From the Zoning Ordinance, determine what the maximum allowable height for your zoning lot is based on the width of your zoning lot. Insert the width of your lot and the maximum allowable building height below:

Width of your lot:	Maximum allowable building height:
<input type="text"/>	<input type="text"/>

If your project exceeds the minimum side setbacks, it may qualify for a bonus to maximum allowable height. Please refer to the Zoning Ordinance to determine if your project qualifies for a maximum allowable height bonus. Does your project qualify for this bonus (circle one)?

Y **N**

SECTION 3: BULK STANDARDS—CONTINUED

Building Height—Continued

Add the number you inserted in box 7 on the previous page to the number you inserted in box 4 on the previous page and insert the resulting number in the box to the right. This number is the maximum allowable building height above mean sea level for your zoning lot.

In order to determine the elevation above mean sea level of your house you must measure the height of the house using the front elevation starting from the finished floor elevation. Insert the height of the house measured from the finished first floor elevation in the box to the right.

Add the number in box 9 above to the finished first floor elevation above mean sea level from box 5 on the previous page and insert the result in the box to the right. This number must be less than or equal to the number in box 8 at the top of this page.

Maximum Floor Area

Floor area is the measurement of the interior space of the house for the purpose of regulating the exterior mass of the house. Find the lot size range that your property falls between and determine the allowable floor area for your property by reviewing the "Maximum Floor Area Table" (11-5-6) in the Zoning Ordinance.

Maximum Allowable Floor Area—Proposed project and existing buildings, if any.

Insert the maximum allowable floor area from the Table in the Zoning Ordinance.

Additionally, your project may receive a bonus to floor area if it includes a detached garage or a side-loaded attached garage if your project qualifies for a garage bonus, insert the bonus in the box. If it does not qualify for a bonus, insert a zero in the box.

Add boxes MAF-1 and MAF-2 together and insert the amount in the box to the right. This is your maximum allowable floor area.

Calculating proposed floor area

A. First Floor Area

- I. Calculate the first floor area of the house, as measured from the exterior walls at the finished first floor elevation. All porches, garages, and other parts of the house that are covered by a roof should be included in this calculation. Insert this amount to the right.

SECTION 3: BULK STANDARDS—CONTINUED

Maximum Floor Area—Continued

2. If the house contains one or more garages of any kind including detached garages, subtract the following amount from the total calculated in number 1 above based on the lot size of the property: For lots less than 10,000 square feet in area, subtract 484 square feet. For lots 10,000 square feet or greater in area, subtract 726 square feet. Insert the amount to be subtracted to the right.

A2

3. Insert the result of the subtraction of the amount in box A2 from the amount in box A1 on the previous page and insert that amount in the box to the right.

A3

4. If the house contains a one-story, open front porch with no floor area above it that provides direct access to the front door of the dwelling, subtract the actual square footage of the porch from the total calculated in box A3 above, but not to exceed 300 square feet. Insert the amount to be subtracted to the right. If your lot does not contain a front porch that qualifies for this exception, insert a "0" on the line to the right.

A4

5. Insert the result of the subtraction of the number in box A4 from the number in box A3 and insert that amount in the box to the right. This is the amount of first floor area that will be included in the total floor area calculation.

A5

B Basement Floor Area

If the project contains a basement or a portion of a basement that extends above the ground adjacent to the foundation wall to a height of five (5) feet or greater as measured from the top of the finished first floor to the lowest finished grade of the ground adjacent to the building, then that portion of the basement will need to be included in the maximum floor area calculation. There is one exception to this requirement as follows: For houses that contain exposed foundation walls greater than five (5) feet in height on lots or parcels of land, where the elevation of a zoning lot line is at least 6 feet higher than the elevation of the opposite and approximately parallel zoning lot line, up to 200 square feet of basement floor area shall be subtracted from the calculated total floor area. Calculate the basement floor area in the following manner:

1. Insert the total square footage of the basement to the right.

B1

2. Insert the linear footage of the perimeter of the exposed foundation wall (5 feet or greater) to the right:

B2

3. Multiply the amounts in boxes B1 and B2 together and insert the resulting amount to the right:

B3

4. Insert the linear footage of the perimeter of the entire basement to the right:

B4

SECTION 3: BULK STANDARDS—CONTINUED

Maximum Floor Area—Continued

5. Divide the amount in box B3 by the amount in box B4 and insert the resulting amount to the right:

B5

6. If you have a naturally-sloping lot that qualifies for the basement floor area exception, insert the amount to the right, not to exceed 200 square feet. If your lot has no basement floor area that qualifies for this exception, insert a "0" on the line.

B6

7. Subtract the amount in box B6 from the amount in box B5 and insert the amount to the right. This is the amount of basement floor area that will be included in the total floor area calculation.

B7

C Second Floor Area

The floor area of second floors of houses is calculated using a "calculation line" method as follows: Measure the horizontal area of the building from the exterior walls or roof at a point twenty (20) feet above the first floor of the building and insert the amount to the right. This is the amount of second floor area that will be included in the total floor area calculation. If this amount equals zero, insert a "0" in the box.

C

(DO NOT MEASURE THE ACTUAL SECOND FLOOR AREA)

D Third Floor Area

The floor area of third floors or attics of houses is calculated using the same "calculation line" method as follows: Measure the horizontal area of the building measured from the exterior walls or roof at a point twenty-eight (28) feet above the first floor of the building and insert that amount to the right. This is the amount of third floor/attic area that will be included in the total floor area calculation. If this amount equals zero, insert a "0" in the box.

D

(DO NOT MEASURE THE ACTUAL THIRD FLOOR/ATTIC AREA)

SECTION 3: BULK STANDARDS—CONTINUED

Maximum Floor Area—Continued

E. Accessory Buildings or Structures Floor Area

Each accessory building or structure on a zoning lot that is larger than 200 square feet in size that is covered by a roof needs to be included in the maximum floor area calculation as follows:

1. Calculate the floor area of the first floor of all accessory buildings or structures measured from the exterior walls at the finished first floor elevation and insert the amount in the box to the right. If your lot does not contain any accessory buildings or structures that meet these criteria, insert a "0" in the box.

2. Calculate the floor area of all accessory buildings or structures measured from the exterior walls or roofs at a point eighteen (18) feet above the first floor of the accessory building or structure. If this amount equals zero, insert a "0" in the box.

3. Add the amounts in boxes E1 and E2 together and insert the amount to the right. This is the amount of accessory building or structure area that will be included in the total floor area calculation.

F. Total Floor Area

The total floor area of the project is determined by adding the totals in boxes "A5", "B7", "C", "D", and "E3". Add these amounts together and insert the amount to the right. This is the total floor area of your project. This amount must be equal to or less than the maximum floor area amount in box MAF-3 on page 4.

City of Geneva
Building Division
109 James Street
Geneva, Illinois 60134



Permit Number _____

Routed to:
DM _____
BS _____
RB _____
DS _____
JH _____
DC _____
Planning _____
Other _____

Date _____

Date Received _____

APPLICATION FOR PERMIT

PROJECT ADDRESS _____

Name of Applicant _____

Applicant Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Project Description _____

New Construction Information			
Subdivision Name _____	Lot Number _____	Phase _____	
Building Width _____	Length _____	Height _____	Stories _____
Bedrooms _____	Bathrooms _____	Total Square Footage (gross) _____	

Utility Information	
ELECTRIC SERVICE CHARACTERISTICS	
Electric Service Size (amps) _____	Electric Service Secondary Voltage _____ Phase: Single or 3 Phase Check One
WATER SERVICE CHARACTERISTICS	
Number of Fixture Units _____	Estimated Length of Water Service Line _____
Water Meter Size as calculated using the State of Illinois Plumbing Code Current Edition. Check One	
<input type="checkbox"/> ¾ inch <input type="checkbox"/> 1 inch <input type="checkbox"/> 1 ½ inch <input type="checkbox"/> 2 inch <input type="checkbox"/> 3 inch <input type="checkbox"/> 4 inch	

Name of Property Owner _____

Owner Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Contractor Name _____

Contractor Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Roofing License Number _____ Plumbing License Number _____

Project Cost: \$ _____ Retail Value of New Project: \$ _____

I HEREBY CERTIFY THAT THE PROPOSED WORK IS AUTHORIZED BY THE OWNER(S) OF RECORD, AND THAT I HAVE BEEN AUTHORIZED BY THE OWNER (S) TO MAKE THIS APPLICATION AND SCHEDULE ALL NECESSARY INSPECTIONS AS AN AGENT OF THE OWNER(S) AND THAT WE WILL CONFORM TO ALL THE APPLICABLE CODES, LAWS, REGULATIONS OR ORDINANCES OF THE CITY OF GENEVA, STATE OF ILLINOIS AND FEDERAL GOVERNMENT. Signature: _____

For Office Use Only: Zoning: _____ Ward: _____ Hist. Dist: _____ Area: _____ Water meter up-charge _____
Fire Review Fee: _____ Fire Station 2 Fee: _____ Electric Connect Fee: _____ S&W Fee: _____
School Fee: _____ Park Fee: _____ Library Fee: _____ Building Permit Fee: _____
Plumbing Fee _____ Tree Pres Fee _____ TOTAL FEES _____