



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

Kitchen Remodel Permit Information

Revised 11/25/2025

A building permit is required prior to remodeling your kitchen. 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 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 within the corporate limits 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.
- Three (3) copies of the drawings, to scale, showing construction details for the remodel of the kitchen are to be submitted with the application.
- A PDF electronic copy of the plan is required (in addition to the paper copies) if the plan size is larger than 11" x 17". The electronic copy must be submitted on a thumb drive or emailed to pdf@geneva.il.us.
- The plumbing work must be performed by a Illinois licensed plumber. The individual or company must 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 (055 & 058). Plumbing work may be done by the homeowner only if the home is occupied by said homeowner.
- Allow 10 working days for the permit to be reviewed and approved. A staff member will call or email you when the permit is ready to be picked up and paid for.

Fees: Kitchen remodel permit fee is based on project cost.

- \$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.
- We accept cash, check (made payable to the City of Geneva), MC, Visa, AMEX, and Discover.

Re-inspection fees: 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 scheduling the next inspection.

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

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.
- All counter top service receptacles must be 20-amp GFCI protected and installed 2-feet from a break (i.e. sink, stove...) then every 4-feet thereafter. Islands shall be electric ready.
- A minimum of two (2) 20-amp branch circuits shall supply the counter top receptacles.
- A separate circuit is required for a microwave.
- A separate circuit is required for a disposal and dishwasher.
- All receptacles shall be GFCI/AFCI protected. Dedicated, not accessible, receptacle for refrigeration equipment is not required to be GFCI protected.
- A new kitchen stove exhaust fan shall be hard piped and discharged to exterior unless designed to recirculate and the kitchen contains an openable window.
- All water to appliances shall have accessible individual shut offs.
- It is not allowed to have the dishwasher drain connected to garbage disposal.
- A 2-inch drain is required to the kitchen sink.

Per the 2021 International Energy Conservation Code:

- Any hot water system piping ¾" or larger shall be insulated to a minimum of R-3.
- Insulation materials and their R-values. (see below under insulation)
- New windows shall have a u-factor of .30 or less.
- New lighting shall be only high-efficacy (IE: LED).

Inspections – Clarification and Details:

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

✓ Framing/Electric/Mechanical	½ hour
✓ Insulation	½ hour
✓ Rough Plumbing (includes gas pressure test)	½ hour
✓ Final Plumbing	½ hour
✓ Final Inspection	½ 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.

Frame/Electric & Mechanical: – Inspected at the same time. Prior to rough inspection....

- ✓ All framing including headers shall be in good condition and not notched or drilled in excess.
- ✓ All stud guards necessary for plumbing and wiring shall be in place.
- ✓ All counter top service receptacles must be 20-amp GFCI protected and installed 2-feet from a break (i.e. sink, stove...) then every 4-feet thereafter. Boxes & wiring shall be installed.
- ✓ In pantries and cabinet with switched lights installed proper clearances shall be maintained per 2023 NEC and manufacturers installation instructions. Check requirements for all transformers. All boxes shall be installed as needed.
- ✓ Access to any electrical box is required, if behind drywall an access panel is required.
- ✓ All boxes and wiring for ceiling lighting shall be installed.

- ✓ Any cold air returns exposed shall be properly sealed and cleaned. Electric cable or conduit is allowed to cross perpendicular to studs, no other new material is allowed in that space.
- ✓ If exhaust hood is greater than 400 CFM low voltage wiring for makeup air damper must be installed at time of rough inspection
- ✓ A new kitchen stove exhaust fan shall be hard piped and discharged to exterior unless the unit is designed to recirculate and the kitchen is provided with an openable window.

Plumbing (Underground and Aboveground): Any plumbing that is done will need to be completed by an Illinois Licensed Plumber. Any deviations from the State of Illinois Plumbing Code must be approved in writing by the State of Illinois IDPH. The homeowner can only do plumbing work if they reside at the location listed on the permit.

- ✓ Plumbing inspections are performed by First Inspection Services. The number of plumbing inspections required is determined by the scope of the work. 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.
- ✓ For any underground (under concrete floor) plumbing, a concrete inspection will be required(after plumbing inspection passes) which includes 1/2 rebar drilled into existing slabs on 24 inches on center and a 6-mil vapor barrier over top of the stone.

Insulation:

- If existing insulation is disturbed, damaged or replaced. The old insulation shall be removed and replaced with- 2x4 wall shall contain R15, 2x6 wall shall contain R21, Ceiling R49.

Final:

- ✓ A final inspection is conducted when the kitchen has been totally completed.
- ✓ All receptacles are plug tested.
- ✓ Electrical panel is inspected
- ✓ Kitchen hood is inspected & make up air verified as required.
- ✓ All smoke and CO detectors are tested for code compliance.
- ✓ Plumbing fixtures are tested.
- ✓ 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) w/amendments
- 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 Building permit and/or 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.

First Inspection Services, Inc.

*912 Walnut St
Batavia, IL 60510*

John Kraft Phone: (630) 879-6145 Pete Kraft Phone: (630) 360-0864

E-mail: Firstinspectionsservices@gmail.com

Kitchen - Common Plumbing Code Violations

1. 2" waste required per **890.APPENDIX A**, **890.TABLE E**
2. 2" full size clean-out required - Section 890.420 i)
3. Air chamber or water hammer arrestor's required on water supply - Section 890.1210 f), 1), 2)
4. Dishwasher drain to be carried up to underside of countertop. Shall discharge separately into a trap or tailpiece and shall not connect to food waste disposal unit. Section 890.770
5. Food waste disposal units shall be trapped separately from any other fixture or compartment. Section 890.710
6. Island venting to comply with Section 890.1600, **890.APPENDIX K**, **890.ILLUSTRATION GG**
7. Elevation of waste connection must allow disposal to completely discharge waste with no water or waste remaining in disposal. Sections 890.110 d), 890.200 a)
8. Flexible drainpipes or traps not approved. Sections 890.1320 k), 890.410 D)



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BUILDING DEPARTMENT
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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 _____

For Office Use Only

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 _____