



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

Basement Finish/Remodel Permit Information

Revised 7-10-2025

A building permit is required prior to any construction or alteration in a basement. 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.
- 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 name, address, phone number and, if required, their license numbers are to be provided when submitting the application.
- Two (2) copies of drawings to scale showing construction details for the finish, remodel, or alteration of the basement are to be submitted with the application.
- A PDF electronic copy of the plans is required if the plan size is larger than 11" x 17". E-mail electronic copy to pdf@geneva.il.us.
- **All plumbing work must be performed 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 (058) and Illinois State Contractor License (055). Deviations from the State of Illinois Plumbing Code are not allowed.
 - A homeowner can only perform plumbing work if they reside or will reside in the home after the alteration is completed and our affidavit form is signed and submitted with the permit application.
 - All commercial work must be performed by an Illinois licensed plumber.
- Allow a minimum of 10 working days for the permit application to be review and approved.

Fees: Basement finish/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 work.
- We accept cash, credit or check (made payable to the City of Geneva)

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.

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

These general comments listed below address some of the most common questions that we receive regarding basement alterations: (this list is not all-inclusive)

- **The application packet and stamped City approved plans are to be on the job site at all times.**
- The gap/corner between concrete foundation walls and concrete floors are required to be polyurethane caulked, per the radon requirements in finished areas.
- The bottom wall plate shall be of pressure treated lumber.
- Fire-stopping with approved material is required in the following locations:
 - Between the top plate of the new wall and concrete foundation wall.
 - At all chases and soffits (where applicable)
 - Every 10 feet horizontally along walls
- HVAC is to be installed per the 2021 International Mechanical Code. This includes all supply and return ducts.
- Provide access panels for all electric boxes, plumbing cleanouts, and shut offs that could be concealed above ceiling or in walls.
- Smoke detector & Carbon monoxide detector installation shall be compliant with the current code (IRC & Illinois Smoke Detector Act). Installation shall utilize 110-volt hardwired locations when available. When a hardwired location is not available battery powered devices that communicate wirelessly are allowed. **All** devices within the home shall be interconnected and must sound when any device is activated. Required locations:
 - All Bedrooms
 - 1 on each level of the home (Eg: Basement, 1st floor, 2nd floor)
 - Each separate furnace room
 - Illinois State Law requires that a carbon monoxide detector (CO) be installed within 15-feet of all sleeping rooms. (Combination Smoke/CO detectors are allowed)
- Electric receptacle spacing shall be a minimum 6-feet from every break (i.e. stairway, fireplace, doors, etc...) then every 12-foot on center per NEC.
- Provide a lighting fixture within 4-feet of electrical panel and mechanical equipment such as furnace and sump pump.
- GFCI/AFCI receptacles/circuits are required for all new electrical work per NEC requirements.
- All **bedrooms** in the basement shall be provided with emergency escape and rescue openings in accordance with section R310.1 of the 2021 IRC. The window shall be a minimum of 5.7 square feet, maximum of 44" above the floor, window well shall be a minimum of 3' x 3'.
 - **Exception if an egress window is already existing in what will be the bedroom**
 - It shall be operable (without requiring removal of window)
 - Have a minimum net clear opening of 4 square feet with a minimum net clear opening height of 22 inches and minimum net clear width of 20"
- **Other than new bedrooms**, where basements undergo alterations an emergency escape and rescue opening is not required.
 - **Exception if an egress window is already existing**
 - It shall be operable (without requiring removal of window)
 - Have a minimum net clear opening of 4 square feet with a minimum net clear opening height of 22 inches and minimum net clear width of 20"
 - **If windows other than egress windows already exist and are replaced**
 - They shall be the largest operable window that will fit within the existing frame or rough opening and shall provide a equal or greater opening area than the existing window.

- An accessible space under stairs shall have a minimum of ½ inch drywall on the enclosed side which includes walls and stringers.
- Per the 2021 International Energy Conservation Code, wall insulation shall be as follows:
 - R15 continuous on wall
 - R19 cavity
 - R5 continuous on wall with R13 cavity

Inspections – Clarification and Details:

The following is a list of inspections which may be required for your project, each inspection will be scheduled for ½ hour. Plumbing inspections will only be required if plumbing fixtures are being added or replaced.

- ✓ **Underground Plumbing (if applicable)**
- ✓ **Rough Plumbing (if applicable)**
- ✓ **Rough Frame/Electric/Mechanical**
- ✓ **Insulation**
- ✓ **Final Plumbing (if applicable)**
- ✓ **Final**

The following are some common items that will be inspected during each type of inspection. For any questions, please call our office (630-262-0280) to speak with the Building Inspector.

Framing/Electric & Mechanical: These are inspected together. Prior to the inspection...

- ✓ All framing should be completed.
- ✓ All firestopping
- ✓ Caulking from the basement slab to the concrete wall.
- ✓ Egress window(s) locations will be reviewed and verified for proper size and location.
- ✓ Smoke and CO detector locations will be evaluated/verified.
- ✓ A light switch is required at the entrance to all rooms and top and bottom of stairwells.
- ✓ 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-inch frontal clearance from electric panel cover with no obstructions in this area.
- ✓ Lighting in closets must meet the requirements on the NEC
- ✓ Access to all electrical boxes is required and the box cannot be buried behind any drywall.
- ✓ All duct sealing
- ✓ Return and Supply duct installed where required by Mechanical Code.
- ✓ All required exhaust ducting direct to exterior and install per Mechanical Code.

Plumbing (Underground and Aboveground):

- ✓ Plumbing inspections are performed by First Inspection Services. Any questions please call 630-360-0864
- ✓ All drains, waste, and vents – for proper installation and materials. (stack test may be required)
- ✓ All plumbing clean out plugs must be easily accessible.
- ✓ All plumbing supplies – for proper installation and materials.
- ✓ Gas piping pressure test for any new gas pipe.
- ✓ For any underground (floor) plumbing, a concrete inspection will be required which includes #4 or larger rebar drilled into existing slabs and a 6-mil vapor barrier over top of the stone. This will help to ensure a radon gas seal and that the new slab will not fail.

Insulation:

- ✓ The inspection for the insulation is to make sure that the proper R – value insulation is installed. Manufacturer's mark must be visible.

Final:

- ✓ A final inspection is conducted when the alteration has been completed. (below are a few inspection areas)
- ✓ All receptacles and other electrical components are tested for proper installation.
- ✓ Plumbing and fixtures are tested for proper installation as well as water temperature ranges.
- ✓ Smoke detectors/carbon monoxide detectors are tested.
- ✓ Egress requirements from basement and basement bedrooms are confirmed.
- ✓ Handrails and guards are measured for minimum and maximum requirements.
- ✓ Other items as they pertain to the project will be verified at this inspection.

Building Codes:

The following are the Building Codes the City of Geneva has adopted.

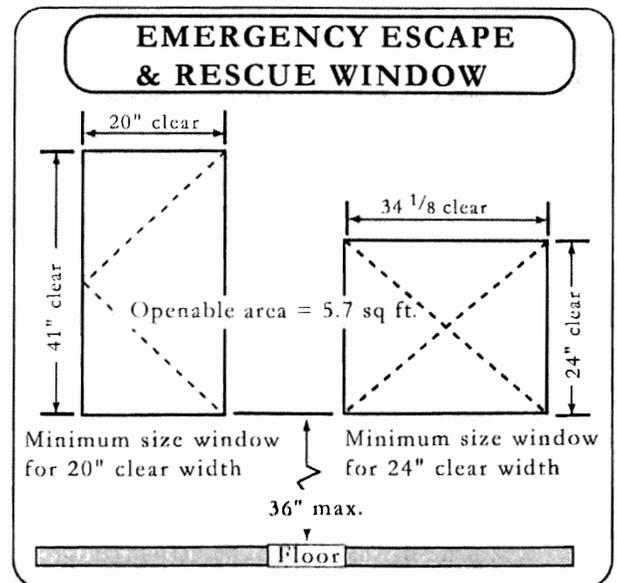
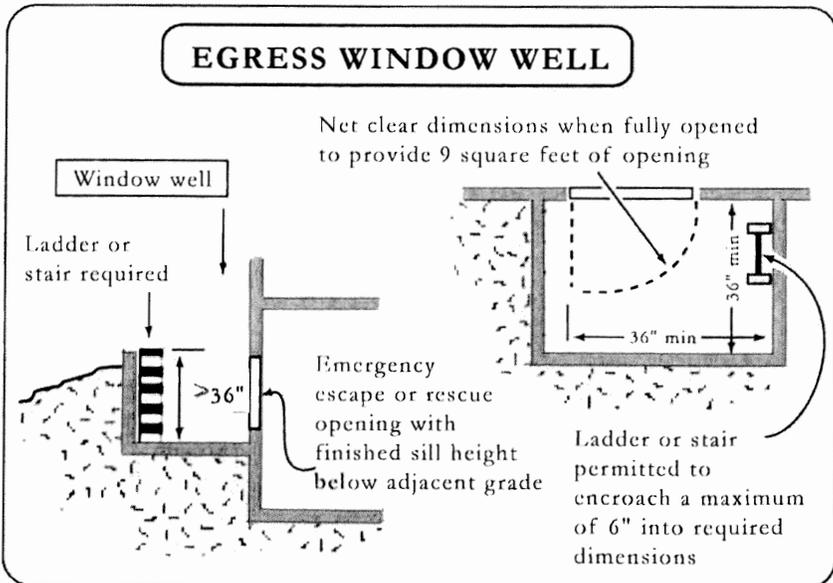
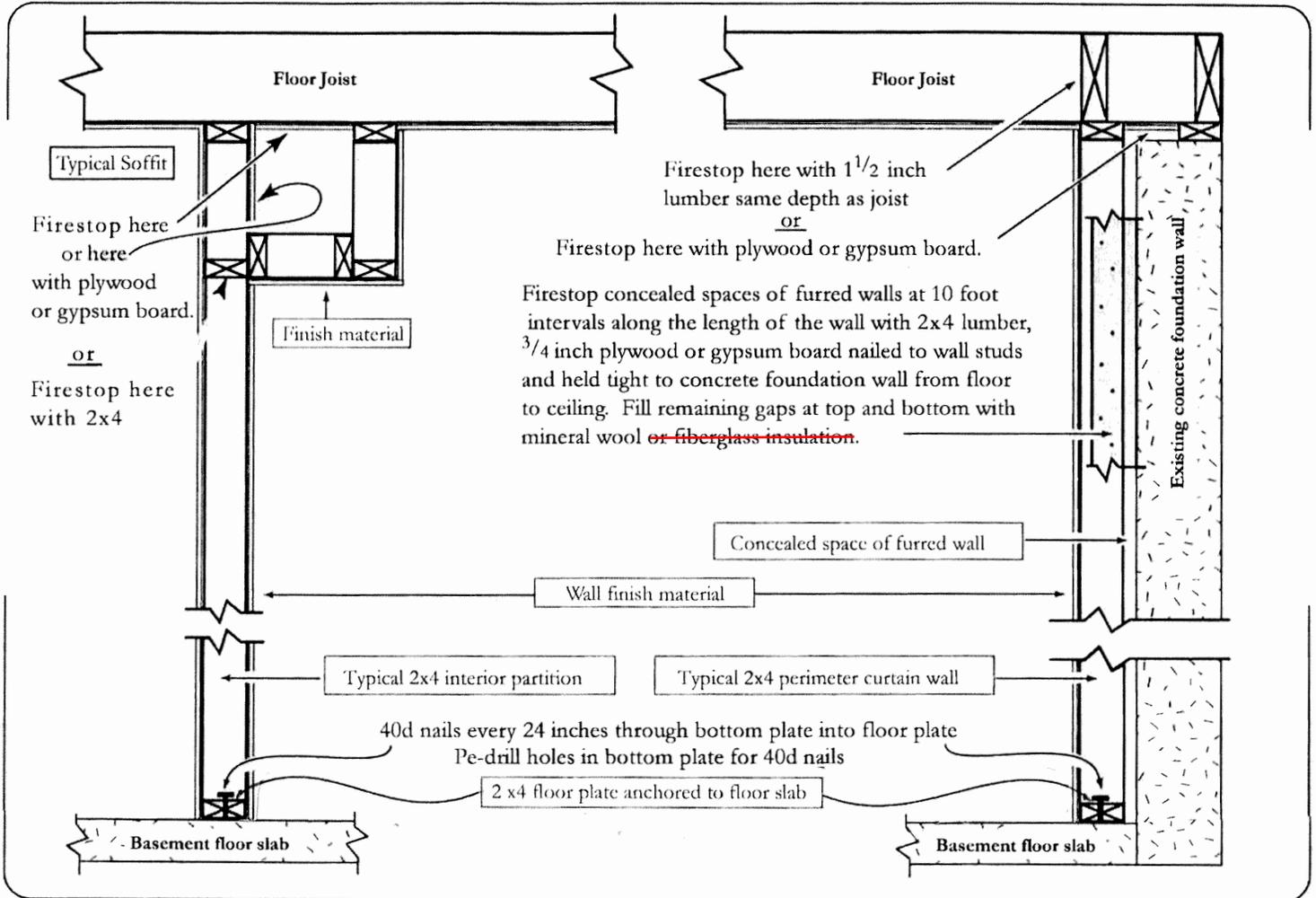
- City of Geneva Municipal Code
- 2021 Int'l Building Code w/amendments
- 2021 Int'l Mechanical Code
- 2023 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2021 Int'l Residential Code w/amendments
- 2021 Int'l Fire Code w/amendments
- 2021 Int'l Energy Conservation Code
- 2021 Int'l Swimming Pool 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. A minimum of 24-hour notice is required when scheduling any inspection. The required inspections are indicated on the plan review comment sheet and or building permit. When calling (630-262-0280) to schedule an inspection, please have the address and the permit number available.
- **All drawings and documents must be on site for all inspections, if not a re-inspection may need to be scheduled with a \$75.00 charge.**
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.



BASEMENT FINISH DETAILS





CITY OF GENEVA
BUILDING DEPARTMENT
109 JAMES STREET
GENEVA, IL 60134
630/262.0280
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

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 _____