



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

Basement Finish/Remodel Permit Information

Revised 10/2/18

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. The contractor's name, address, phone number and, if required, their license numbers are to be provided when submitting the application.
- Three (3) 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". The electronic copy must be submitted on disk or emailed to pdf@geneva.il.us.
- 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 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, check (make payable to the City of Geneva) MC and Visa.

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 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 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, and shut offs above ceiling.
- 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.
- All basement bedrooms and/or finished rooms with a closet must have a window or door to exterior that meets the egress requirements.
- The bottom wall plate shall be of pressure treated lumber.
- 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 and City of Geneva Amendments, 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-inch in the front and 30-inch to both sides.
- Any accessible receptacle in unfinished areas of the basement shall be GFCI protected.

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:

- Insulation values.
- 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:

✓ Underground Plumbing	½ hour
✓ Rough Plumbing	¼ hour
✓ Framing	½ hour - Conducted at the same time as the electric inspection
✓ Electric	½ hour - Conducted at the same time as the framing inspection
✓ Underground/Slab	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 our 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.
- ✓ 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.
- ✓ Smoke detectors installed in an existing house are required to be per the current code. 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-inch frontal clearance from electric panel cover with no obstructions in this area.
- ✓ In closets with switched lights installed, a 6-inch minimum clearance is required from the florescent 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 by 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.
- ✓ 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.

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.
- ✓ 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. Un-insulated flexible duct can be used with a maximum run of 12 feet.

Insulation:

- ✓ The inspection for the insulation is to make sure that a minimum R-13 insulation is installed on all finished exterior walls.

Final:

- ✓ A final inspection is conducted when the basement remodeling or finishing has been totally completed.
- ✓ All outlets are plug tested.
- ✓ Plumbing fixtures are 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.

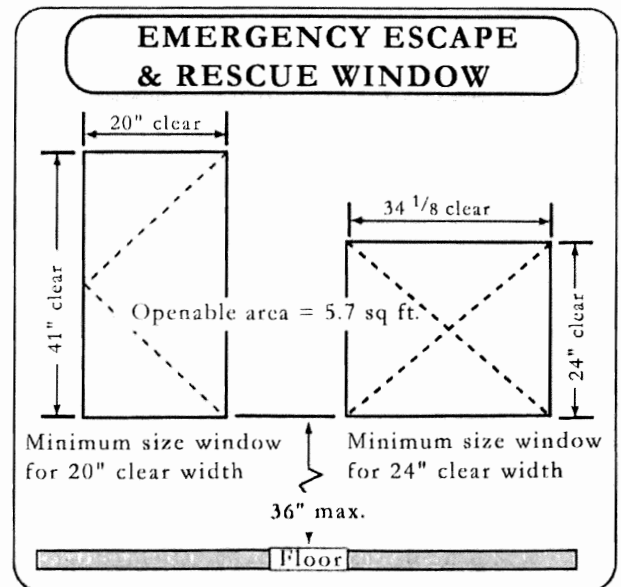
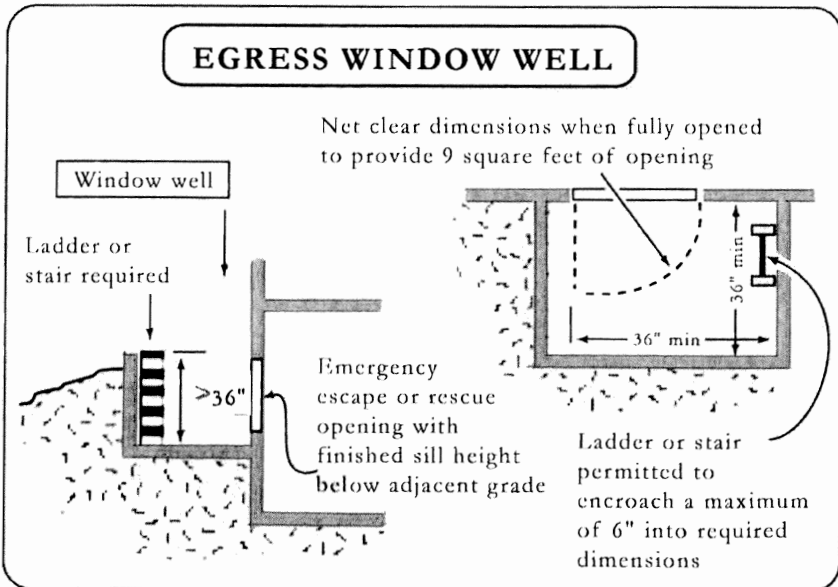
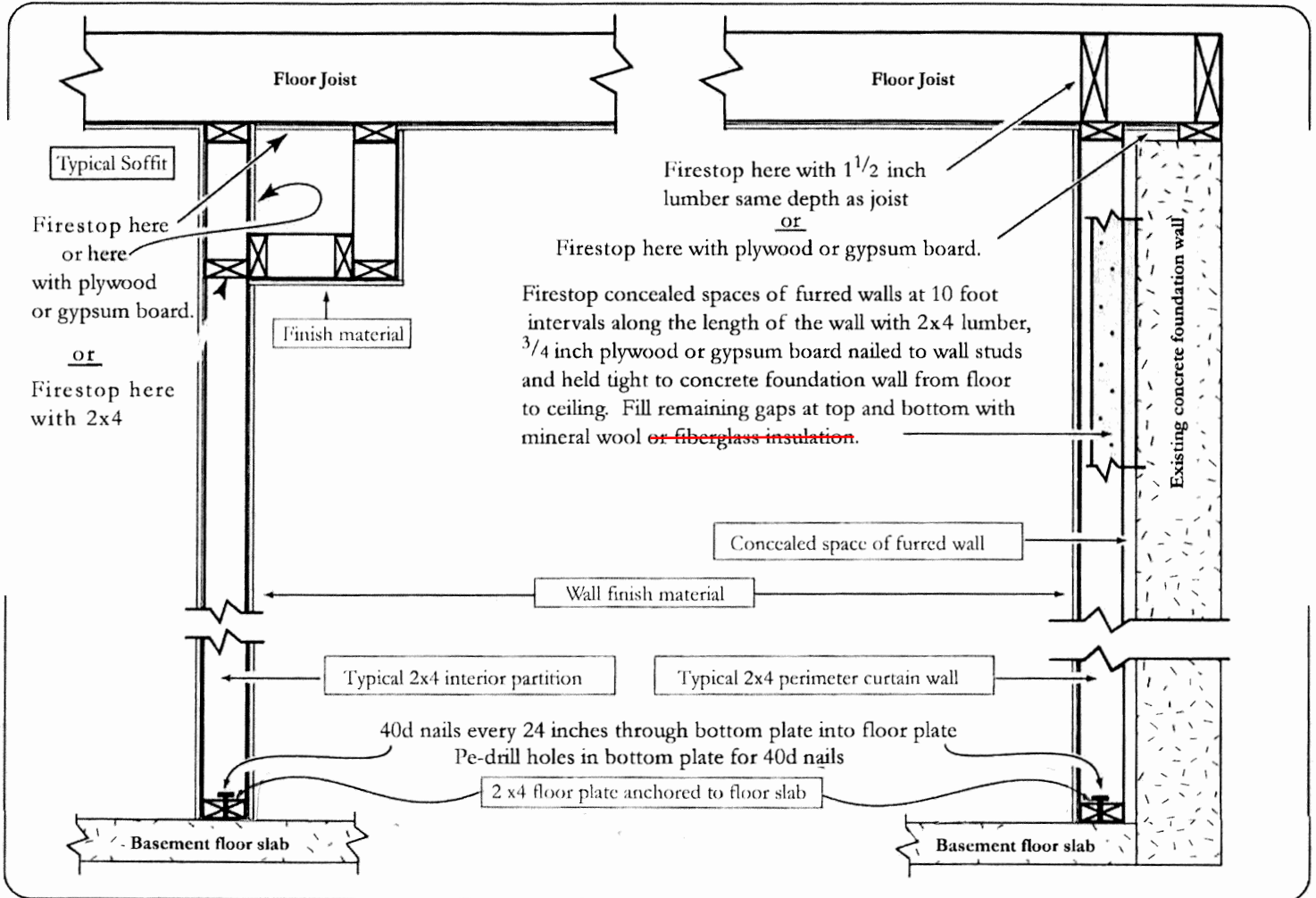
- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2015 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2015 Int'l Residential Code w/amendments
- 2009 Int'l Fire Code w/amendments
- 2015 Int'l Energy Conservation Code
- 2015 Int'l Swimming Pool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



BASEMENT FINISH DETAILS





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 _____