



**CITY OF GENEVA  
BUILDING DIVISION**  
109 JAMES STREET  
GENEVA, IL 60134  
630/262.0280  
[www.geneva.il.us](http://www.geneva.il.us)

## New Construction Residential Permit Information

Revised: 11-25-2025

A building permit is required prior to constructing a new home. The following are guidelines and comments for obtaining a building permit.

### Application and Drawing Procedures:

**\* Permit Applications will not be accepted until all information is received \***

- 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](mailto:pdf@geneva.il.us).
- For any property that 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](mailto: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 name, address, phone number and, if required, their license numbers are to be filled out 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.
- If a property falls, within Area 1, of City of Geneva's zoning map: <https://www.geneva.il.us/DocumentCenter/View/176/Current-Zoning-Map?bidId=>, a zoning compatibility worksheet is required: <https://www.geneva.il.us/DocumentCenter/View/192/Zoning-Compatibility-Worksheet?bidId=>
- 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 Kane County Stormwater Management Worksheet - <https://www.countyofkane.org/FDER/Documents/waterResources/Worksheetfinal.pdf>
- 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
- 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](mailto: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.
- A Letter of Intent on the roofer's letterhead and copy of their roofing license must be provided.
- Allow 15 working days for the permit application to be review and the 1<sup>st</sup> set of review comments provided.
- 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 feet of the construction project. Please see our Tree Preservation Review Application for more details - <https://www.geneva.il.us/DocumentCenter/View/252/Tree-Preservation-Application?bidId=>

**Fees:** New construction residential permit fees are based on square footage.

- \$50.00 plan review fee
- \$50.00 occupancy permit
- \$0.26 per square foot for Building Division
- \$0.02 per square foot for Fire Department
- Plumbing fees as determined by the scope of the work.
- Sewer and Water fees
- Impact fees
- Kane County Road Impact fee. (contact KDOT)

**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.

### **Site Preparations:**

- Silt fence must be installed around entire lot.
- A 6 foot construction fence must be installed around the entire lot if in an established neighborhood.
- Construction sign to be posted at all times
- Dumpster and porta potty to be on site at all times

### **Engineering Approval:**

- A Right of Way Permit to be secured through public works.
- Proposed grading and site plan to be approved.
- Final Grading plan to be approved.
- Kane County Stormwater Management Permit Form

### **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.
- All electric to meet or exceed the 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.
- 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 2021 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, 2023 Edition, Section 410.2.
- The clearance required for an electric panel with no obstructions is 36-inches in front of the panel.

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:

- Must meet all requirements that are mandatory.
- Duct sealing (ducts, air handlers, filter boxes, and building cavities used, as ducts shall be sealed).
- Lighting fixture schedule (a minimum of 75% of all lamps to be high-efficiency) with wattage and control narrative.
- Duct tightness required at rough inspection or final inspection.
- Blower door test required for final inspection.

## **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:

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

### **Footings:**

- ✓ Confirm that the soils will meet the bearing weight requirements.
- ✓ Confirm size and depth to call out on the plan set.
- ✓ Soil reports required at the time of footing inspection.

### **Backfill:**

- ✓ As Built survey to confirm setbacks.
- ✓ Confirm all window wells meet egress.
- ✓ Confirm foundation water proofing.
- ✓ Confirm drain tile and appropriate gravel base.
- ✓ Remove all construction debris and garbage from along foundation wall.

### **Frame, Electric, and Fire Stop:** – Inspected at the same time. Prior to inspection....

- ✓ 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 basement near furnace and also in the attic if it contains HVAC equipment.
- ✓ 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 feet 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 630-360-0864
- ✓ Drains, waste, and vents must be Schedule 40 PVC or cast iron.
- ✓ All plumbing clean out plugs must be easily accessible.

**HVAC:**

- ✓ Furnace and water heater to be installed per manufacturer's specifications with documentation on hand for inspection.
- ✓ Ensure that the furnace and/or water heater have proper combustion air.
- ✓ An exhaust fan to the exterior will be required if a bathroom fan is installed.

**Insulation:**

- ✓ Per the 2021 Int'l Energy Conservation Code

**Final:**

- ✓ A final inspection is conducted when the new home has been totally completed.
- ✓ As built survey confirming building height and setbacks.
- ✓ 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.
- ✓ All plumbing inspections have been completed and approved.
- ✓ All re-inspection fees have been paid.
- ✓ Insulation Certificate to be filled out, signed, and posted on the electrical panel.
- ✓ Blower door test results required.
- ✓ Duct tightness results to be submitted if required.
- ✓ Final grading approval from the City of Geneva Engineering Department.

**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**.

**JOB SITE RULES**  
(Demolitions and New Construction)  
**Sign Size (2'x3' min)**

**Address & Lot Number**

**Contact Name**

**Contact Phone Number**

**Scheduled Date of Demolition (if applicable)**

**No one allowed on this property except during these hours:**

**Working Hours: M-F 7 a.m. – 8 p.m.**

**Sat, Sun, and Holidays 8 a.m. – 8 p.m.**

**On street parking prohibited.**

**Parking of ALL vehicles must be on site.**

**Mud/debris on street to be cleared twice a day  
by mechanical means.**

**All required fencing must remain in sound conditions  
at all times.**

**Loud music prohibited.**

**\*\*Project Personnel\*\***

**Remember you are working in an established neighborhood.**

**Respect for neighbors will be shown at all times.**

**Neighbors will respect the rights of property owners.**

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 _____