



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

Patio/Sidewalk Permit Information

Revised 10/2/18

A building permit is required prior to installing or replacing your patio or sidewalk. 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 any property that is a designated landmark or 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.
- One (1) copy of the plat of survey showing the footprint/location of the patio/sidewalk, drawn to scale. Also, show the location of the electric line from the pedestal to the meter. Please note on the plat if it is an overhead service.
- Allow a minimum of 15 working days for the permit application to be reviewed and approved. A staff member will call you when your permit is ready to be picked up and paid for.
- 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.

Fees:

- **Patio fee:** \$100.00 to be paid when the permit is picked up.
- **Sidewalk fee:** \$100 to be paid when the permit is picked up
- **Re-inspection fee:** \$75.00 to be paid prior to re-inspection if an inspection has failed.
- **Type of Payment:** Cash, check (made payable to the City of Geneva), MC, Visa, and Discover.

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.
- Cold weather concrete requirements take into effect when below 50 degrees. (see handout)
- Compliance with the indicated codes, ordinances, and inspections required.
- Patios may only be allowed in the side or rear yard.
- Setbacks are determined by the zoning of the property.
- Paver patios/sidewalks shall have a compacted base per manufacturer's specification.
- Concrete patios/sidewalks must have a minimum of 4 inches of compacted base and 4 inches of concrete.
- Maximum sidewalk width is 5 feet.
- No dry cutting of materials that cause dust.
- Any work in the City Right of Way requires a separate permit and inspections through Public Works at 630-232-1501.

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 takes for each inspection.

- | | |
|---------------------------|---------------|
| ✓ Slab Pre Pour | ¼ hour |
| ✓ Final Inspection | ¼ 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.

Slab:

- ✓ The inspection of the concrete slab is conducted prior to any concrete being poured.
- ✓ The location of the patio/sidewalk is checked to ensure that it is being placed in the correct location.
- ✓ The setbacks are checked from the property lines to ensure the patio/sidewalk is located out of the easement areas.
- ✓ The proper slab will be poured.

Final:

- ✓ At this inspection we confirm that the paver patio was installed per the approved plans.

Setbacks:

- ✓ **Interior Side Yard** is determined by the zoning of the property
- ✓ **Rear Yard** is determined by the zoning of the property
- ✓ No patio shall be located in whole or in part on or over an easement for utilities, drainage, access, or related purposes.

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 and Contractor Responsibilities:

- It is the responsibility of the homeowner/contractor to schedule with the Building Division the required inspections.
- The required inspections are indicated on the plan review form and weather card, which is attached to the permit and the field copy of the drawings. When scheduling inspections, please have the address and permit number available.
- Inspections require a minimum of 24 hour notice. Please call (630) 262-0280 to schedule inspections.

Call **J.U.L.I.E.** (Joint Underground Location for Inspectors and Engineers) at least 48 hours prior to digging on site to locate any underground utilities. **(1-800/892-0123)**

- Electric Utilities Red
- Comcast (Cable) Orange
- Northern Illinois Gas (NICOR) Yellow
- Sewer Utilities Green
- Telephone Utilities Orange
- Water Utilities Blue



May 9, 2016

General Requirements for permit requests that conflict with an existing electric service

Effective immediately, the following policies are in effect regarding underground electric services:

- If the electric service is underneath a proposed deck or patio, a 3” schedule 40 gray PVC sleeve shall be installed from the meter socket out to a point 5’ past the hard surface or landscaping. The meter socket shall be labeled to indicate where the conduit stops.
 - If the meter socket is within the deck/patio, a 36” x 36” clear space shall be left around the meter socket for access. This would be a dirt area for a patio or a framed out area for a deck with deck boards that are screwed down so they can be removed if access is needed.
 - If it is an elevated deck, a minimum height clearance of 12’ from ground level is required for working access. Conduit is still required.
- If a pool or other permit request is submitted that requires a foundation that would require the electric service to be re-routed either for the project to occur or for the line to be fixed in the future, then electric service shall be re-routed from meter socket to pedestal/pole in 3” schedule 40 gray PVC.
 - 100 or 200 amp services shall use 4/0 AL triplex. 400 amp services shall use 350 AL triplex. Larger services shall discuss options with Electric Utility.

If the homeowner is handling their own trenching, the following steps shall be followed:

- a. Schedule an inspection with Jennifer Hilkemann at 630-232-1503 at least 48 hours in advance of digging.
- b. Set an inspection time the day of digging between 8:00 a.m. – 2:30 pm.
- c. Dig a trench 30” deep and install Schedule 40 gray 3” PVC as required.
- d. Have the service inspected by the Electric Division.
- e. Backfill
- f. If needed, pull wire (if not having City do this part), leaving enough slack in the meter socket for frost loops
- g. Contact the Electric Division that service is backfilled and ready to be energized.

If there are any questions, please contact Jennifer Hilkemann, Manager of Distribution Construction & Maintenance with the Electric Utility at (630) 232-1503 ext. 3203 or by email at jhilkemann@geneva.il.us



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BUILDING DEPARTMENT
109 JAMES STREET
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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 _____

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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 _____