



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

## Pergola Permit Information

Revised 4/20/20

A building permit is required prior to installing or replacing your pergola. 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](mailto:pdf@geneva.il.us).
- For any property that is a designated Historic Landmark or located within the Geneva Historic District, approval is required by the Historic Preservation Commission (HPC) prior to obtaining a permit through the Building Division. Please contact Jackie Boling, Preservation Planner, at 630 938-4541 or [jboling@geneva.il.us](mailto:jboling@geneva.il.us) for more information.
- Mill Creek residents with building permit questions should contact the Kane County Building Division at 630 232-3485 or [keriazakosELeas@co.kane.il.us](mailto:keriazakosELeas@co.kane.il.us) because 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.
- Two (2) sets of drawings showing the construction details of the pergola are to be submitted with the application.
- Two (2) copies of the plat of survey showing the location of the pergola (drawn to scale) and showing 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.**

### Fees:

- **Pergola permit fee:** \$150.00 to be paid when the permit is picked up.
- **Re-inspection fee:** \$25.00 to be paid prior to re-inspection if an inspection has failed.
- **Type of Payment:** Cash, check (made payable to the City of Geneva), MasterCard and Visa.

### 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.
- Compliance with the indicated codes, ordinances, and inspections required.
- No accessory building shall be constructed prior to construction of the principal building to which it is accessory.
- The pergola must be anchored by one of two following methods:
  - Detached pergola: Ten inch (10") diameter by two feet (2') deep postholes minimum.
  - Attached pergola: Ten inch (10") diameter by forty-two inches (42") deep postholes minimum.
- Drawing must show anchoring method and location used for floor to post.
- The postholes are to be inspected prior to filling with concrete.
- All lumber shall be pressure treated or of a species naturally resistant to weather or specifically engineered to prevent decay.
- Unless designed by a licensed professional, all supporting columns shall be minimum 4"x4".

## 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.

- |                           |               |
|---------------------------|---------------|
| ✓ <b>Postholes</b>        | <b>¼ hour</b> |
| ✓ <b>Final Inspection</b> | <b>¼ hour</b> |

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.

### Postholes:

- ✓ The inspection of postholes is conducted prior to any posthole being filled.
- ✓ The location of the pergola is checked to ensure that it is being placed in the correct location.
- ✓ The setbacks are checked from the property lines to ensure the pergola is located out of the easement areas.
- ✓ The size of postholes is checked to ensure they are ten inches (10") in diameter and that the depth on each posthole is twenty-four inches (24") or forty-two inches (42") below finished grade.

### Frame:

- ✓ All fasteners shall be galvanized or stainless steel.

### Final:

- ✓ At this inspection we confirm that the framing is 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 accessory building 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
- 2018 Int'l Energy Conservation Code
- 2015 Int'l Swimming Pool and Spa Code (ISPSC) 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 drawings. When scheduling an inspection, 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   |



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**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  Addition  
 Remodel  Demolition  
 New construction  Other

**TYPE OF WORK - SPECIFIC (Check all that apply)**

Driveway/Parking  Replace Windows  Fence  Electric  
 Sidewalk  Roof/Siding  Patio  Plumbing  
 Basement/Attic  Sign/Awning  Shed  HVAC  
 Kitchen/Bath  Irrigation System  Deck  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**

**ZONING**

**PROJECT COST**

Is subject property located in the Historic District or a Historic Landmark? Historic Preservation Commission review is required for exterior improvements.  
 Yes  No

What zoning district is the property located in? \_\_\_\_\_  
 Is the use permitted at this location?  Yes  No  
 Is a variance needed?  Yes  No

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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<b>FEEES</b>	<b>ROUTING</b>
Building Permit Fee _____	Engineering _____
Fire Department Fee _____	Historic Preservation _____
Plumbing Fee _____	Fire _____
Public Works Fee _____	Tree Preservation Review _____
Tree Preservation Fee _____	Electric _____
<b>TOTAL FEES</b> _____	City Engineer _____
	Planning/Zoning _____
	First Inspection Services _____