



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

Pergola Permit Information

Revised 10/2/2018

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. The contractor's name, address, phone number and, if required, their license numbers are to be filled out when submitting the application.
- For any property within the Historic Preservation 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.
- 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.

- | | |
|--------------------|--------|
| ✓ Postholes | 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.

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
- 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 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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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 _____