



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

Roof Replacement Permit Information

Revised: 11-19-2025

A building permit is required prior to replacing a roof. The following are guidelines and comments for obtaining a building permit for a *residential roof*.

Call the Building Department (630-262-0280) if there are specific questions for a commercial roof. Commercial roofs shall meet the requirements of the 2021 IBC & the 2021 IECC (Energy Code w/ Illinois amendments)

Note: the application form, application procedures and the permit cost for both commercial and residential roofs are the same.

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.
- For any property in which the *exterior is to be affected*, and 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
- 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.
- Roofing work on a residential project may be done by the owner only if he/she is the occupant and it is a residential home. If anyone other than the owner and occupant is installing the roof or if it is a commercial property, the work must be done by an Illinois licensed roofer. The individual or company must provide a copy of their Illinois State Roofing License and a letter of intent on their letterhead stating they are replacing the roof at the specific address. Commercial roofers shall hold an unlimited license.
- Permit fee is paid and the permit can be issued over the counter.

Fees:

- **Roofing Permit Fee:** \$75.00 to be paid when the permit is issued.
- **Re-inspection fee:** \$75.00 to be paid prior to re-inspection if an inspection has failed.
- We accept cash, check (made payable to the City of Geneva), MC, Visa, and Discover.

General Comments:

- A minimum of 24-hour notice is required when scheduling any inspection.
- Installation shall be per the 2021 IRC requirements and manufacturer's installation instructions.
- Section R908.3.1.1 requires replacement of existing roof with two (2) layers.
- Sheet metal flashing is required for roof and wall intersections of different materials (wood, brick, stucco, aluminum, etc.).
- Attic and other enclosed spaces are to have required ventilation per 2021 IRC R806.2.
 - Typically 1/150 area of the vented space – if no soffit vents or ratio does not meet the 40-50% rule
 - Typically 1/300 area of vented space – if upper venting accounts for 40 to 50% of the requirement
- Minimum of 2/12 pitch for asphalt shingles
 - Double layer of underlayment required if pitch is from 2/12 to 4/12.
- Building wind speed design is at 90-MPH. 2021 IRC Table R905.2.4.1
- Ice and Water Shield (residential) protection is required per the 2021 International Residential Code (R905.1.2).

Inspections – Clarification and Details:

The following is a list of inspections that may be required for your project and the approximate amount of time it will take for the inspection.

✓ **Final Inspection** **1/4 hour**

The following are general guidelines and details that will be checked at the final inspection, which is conducted from ground level. For further clarification, please call our office and speak with one of our Building Inspectors.

Final:

- ✓ Check for proper ventilation.
- ✓ Confirm flashing that can be seen from ground.
- ✓ Confirm that the jobsite has been cleaned up and restored.
- ✓ If there are items that may not be visible, installation photos may be requested.

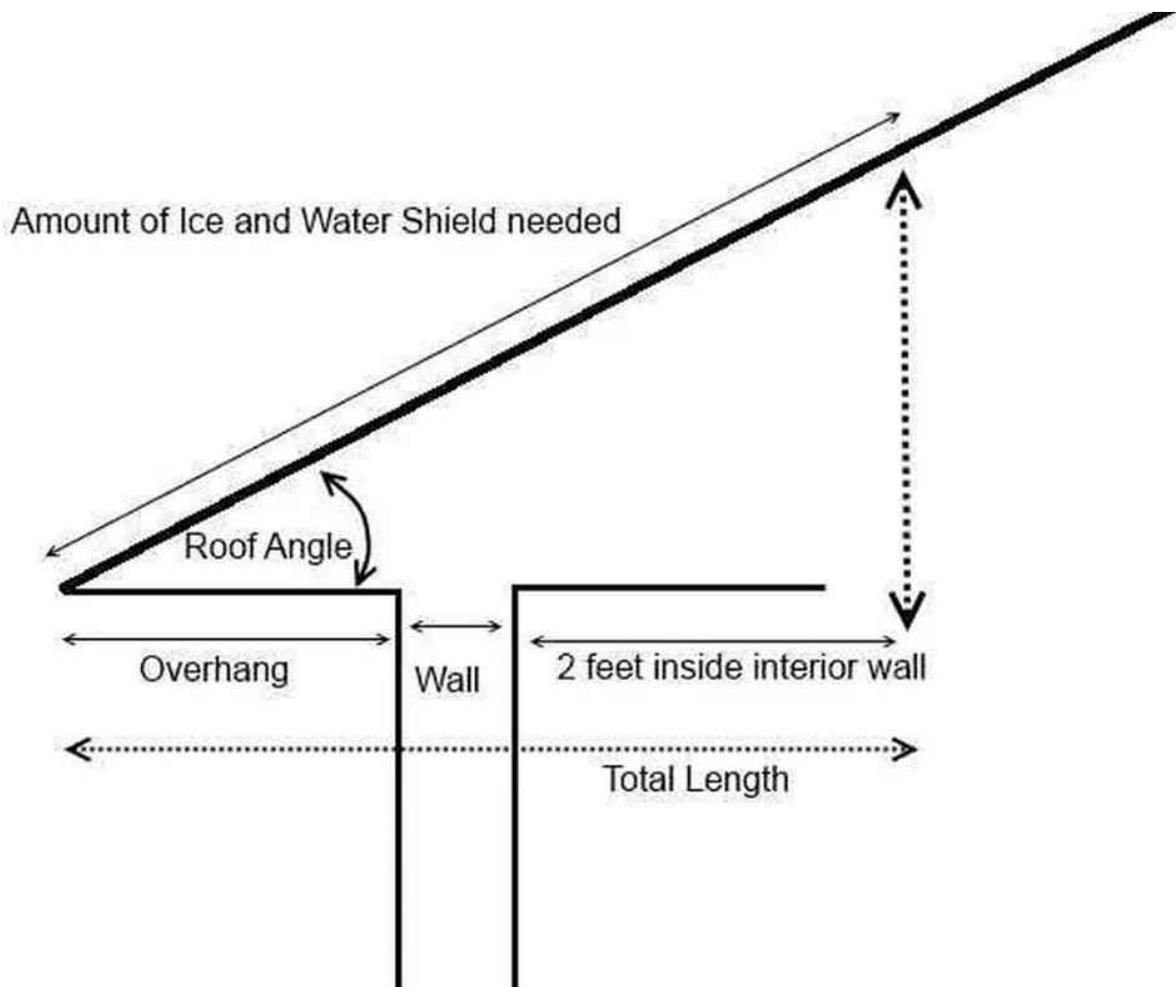
Building Codes:

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 w/Illinois amendments
- 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 permit number available.
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.



NOTES:

- ACTUAL WIDTH OF WATER ICE SHIELD WILL VARY DEPENDING ON ROOF OVERHANG AND PITCH
- ANY ROOF WITH A 6" OR MORE OVERHANG AND OR A PITCH GREATER THAN 7/12 WILL REQUIRE MORE THAN 36" OF ICE AND WATER SHIELD
- FOR FULL CODE LANGUAGE, SEE 2021 IRC SECTION 905.1.2

WATER/ICE SHIELD REQUIREMENTS



CITY OF GENEVA
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
- 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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FEEES

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 _____