



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

## Roof Replacement Permit Information

Revised: 4-20-20

A building permit is required prior to replacing a roof. 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 Michael Lambert, Preservation Planner, at 630 938-4541 or [mlambert@geneva.il.us](mailto:mlambert@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 [keriazakosEneas@co.kane.il.us](mailto:keriazakosEneas@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.
- 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.
- 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.
- Section R907.3 requires replacement of existing roof with two (2) layers.
- If new roof will be going over one (1) layer of roofing, the roof vents, plumbing stacks, and furnace flue pipes will have to be re-flashed into new roof to prevent any added water running between roofs.
- Fasteners are to be as per the 2015 International Residential Code.
- 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 of 1/300 to area ceiling (roof vents may need to be added per code that will help extend the life of the new roof).
- Minimum of 2/12 pitch for asphalt shingles with double underlayment.
- Building wind speed design is at 90-MPH.
- Ice and Water Shield (residential) protection is to be per the 2015 International Residential Code.
- Any flat roof where the insulation is above the deck requires a minimum R-value of 30 c.i. (commercial).

## **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** **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.

### **Final:**

- ✓ Check for proper ventilation.
- ✓ Confirm flashing that can be seen from ground.
- ✓ Confirm that the jobsite has been cleaned up and restored.

## **Building Codes:**

The following are the Building Codes the City of Geneva has adopted.

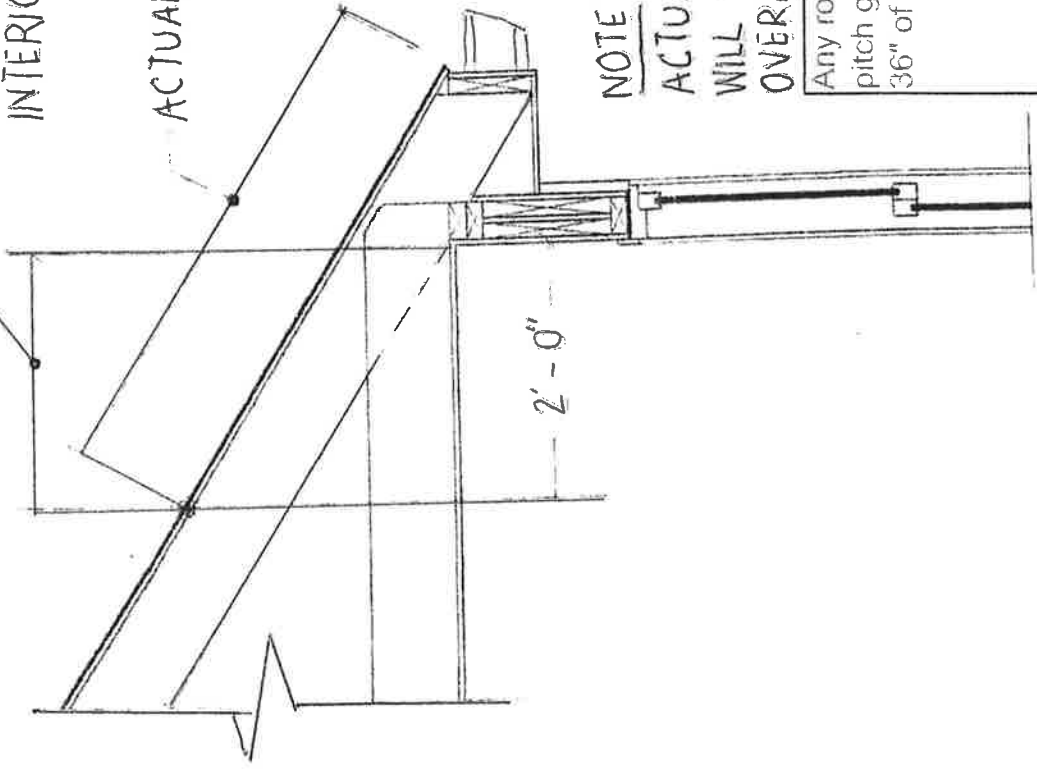
- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2015 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2015 Int'l Residential Code w/amendments
- 2009 Int'l Fire Code w/amendments
- 2018 Int'l Energy Conservation Code
- 2015 Int'l Swimming Pool and Spa Code (ISPSC) w/amendments
- 2015 Int'l Fuel and Gas Code w/amendments

## **Homeowner – 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.

2'-0" MINIMUM FROM INSIDE INTERIOR FINISHED WALL

ACTUAL WIDTH OF WATER ICE SHIELD



NOTE

ACTUAL WIDTH OF WATER ICE SHIELD WILL VARY DEPENDING ON ROOF OVERHANG AND PITCH

Any roof with a 6" or more of overhang and or a pitch greater than 7/12 will require more than 36" of ice and water shield.

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  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**

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*

<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 _____