



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

Roof Replacement Permit Information

Revised: 10-2-18

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 any property that is a designated landmark or 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.
- 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.

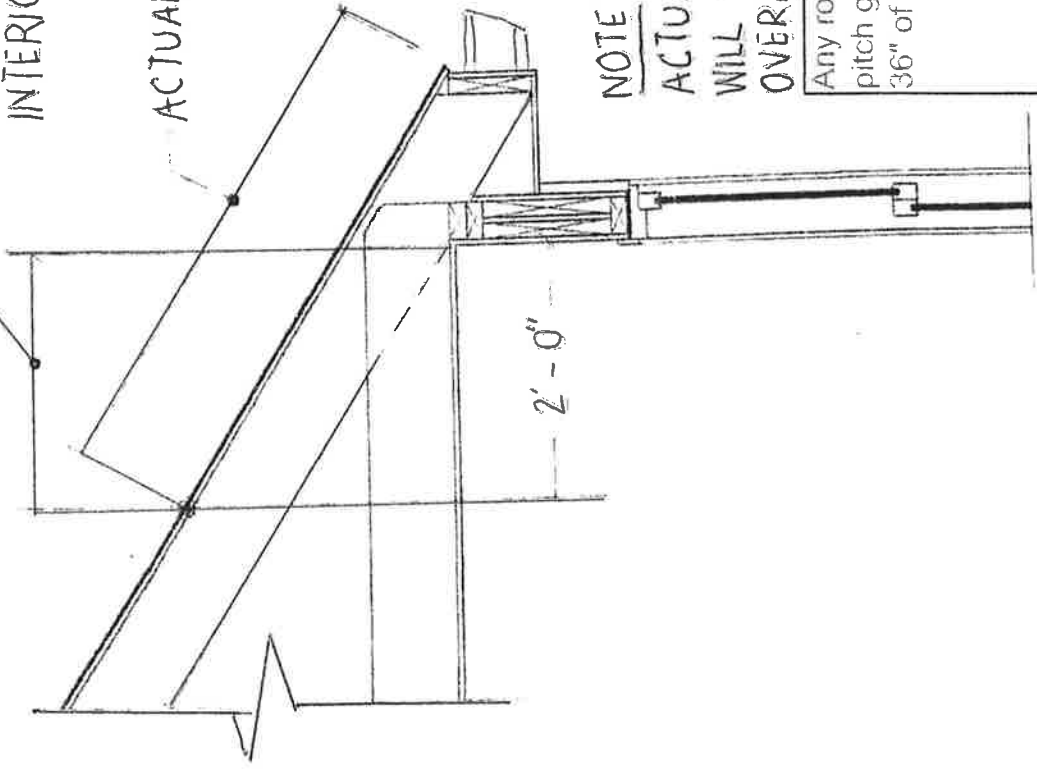
- City of Geneva Municipal Code
- 2009 Int'l Building Code w/amendments
- 2015 Int'l Mechanical Code
- 2005 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2015 Int'l Residential Code w/amendments
- 2009 Int'l Fire Code w/amendments
- 2015 Int'l Energy Conservation Code
- 2015 Int'l Swimming Pool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

Homeowner – 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



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BUILDING DEPARTMENT
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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 _____

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 _____