



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

## Sewer/Water Repair Permit Information

Revised: 4/20/20

A building permit is required prior to repairing a sewer. The following are guidelines and comments for obtaining a building permit.

### Application and Drawing Procedures:

- An Application for Permit is to be filled out completely 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).
- 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.
- One (1) copy of the plat of survey showing the location of the repair.
- Plumbing work may be done by the homeowner only if the home is owner occupied. If anyone else does the plumbing work or if it is a commercial property, the work must be done by an Illinois licensed plumber. The individual or company is to provide a Letter of Intent, on their letterhead, indicating they are conducting the work for this project. If the plumbing company is incorporated, the Letter of Intent must be stamped with their corporate seal. If the plumbing company is an LLC, then it must be notarized. Along with the Letter of Intent, please provide a copy of their Illinois State Plumbing License and Illinois State Contractor License.
- If work is being done on the public portion of the property, the contractor performing the work must obtain a Right-of-Way (ROW) permit from the Public Works office prior to obtaining a permit through the Building Division. The Public Works office is located at 1800 South Street, Geneva, IL. Phone: 630 232-1501.
- Non-shear couplings required.
- Installation shall comply with 2014 Illinois Plumbing Code Sections 890.180 and 890.1150
- Full size exterior cleanout required per section 890.420 a) 4) i)
- This permit may be issued over the counter if all the required information is provided.

### Fees:

- **Sewer permit fee:** \$95.00 to be paid when the permit is picked up.
- **Re-inspection fee:** \$66.00 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.

### 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.

✓ **Trench inspections (2)**                      ½ hour each

- **This inspection is performed by the Public Works office for the public side of the property and for connecting to the City water main. Please call 630 232-1501 prior to back fill.**
- **This inspection is performed by First Inspection Services for the private side of the property. Please call 630 262-0280 prior to backfill.**

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.

**Trench:**

- ✓ The inspection of the trench is conducted prior to the backfill of the trench.

**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 Public Works Department the required inspections. Please call 630 232-1501 for 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**

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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<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 _____