



**CITY OF GENEVA  
BUILDING DIVISION**  
109 JAMES STREET  
GENEVA, IL 60134  
630/262.0280  
630/262.0286 fax  
[www.geneva.il.us](http://www.geneva.il.us)

## Shed Permit Information

Revised: 10/2/18

A building permit is required prior to installing or replacing your shed. **If the shed will be larger than 196 square feet, please use our garage packet and follow those instructions.** 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 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](mailto:mlambert@geneva.il.us) for more information.
- One (1) set of drawings showing the construction details of the shed are to be submitted with the application.
- One (1) copy of the plat of survey showing the location of the shed (drawn to scale) and showing the location the electric service line running into the house.
- Allow 10 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:

- **Shed permit fee:** \$75.00 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.
- We accept cash, check (made payable to the City of Geneva), MC, Visa, and Discover.

### 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.
- A detached accessory building or structure shall not exceed the height of the principal structure on the zoning lot, or twenty five feet (25') whichever is less.
- No structure shall be occupied or used until the final inspection has passed.
- The shed must be anchored by one of three following methods:
  - Ten (10") inch diameter by two (2') feet deep posthole located at each corner of shed.
  - A concrete slab that is a minimum of four-inch compacted gravel and four-inch concrete.
  - Concrete blocks with steel screw type anchors that are a minimum of 18" in length in opposite corners.
- All anchor points to be visible for inspection.
- Per the National Electrical Code, no shed shall be placed over the electric service going through the yard into the house.
- Drawing must show anchoring method and location used for floor to post.
- Any electric going to the shed must be shown on plans.
- The postholes are to be inspected prior to filling with concrete.

## 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.

✓ <b>Screw Anchors</b>	<b>¼ hour</b>
✓ <b>Postholes</b>	<b>¼ hour</b>
✓ <b>Slab Pre Pour</b>	<b>¼ hour</b>
✓ <b>Deck Frame</b>	<b>¼ hour</b>
✓ <b>Electric Trench</b>	<b>¼ hour</b>
✓ <b>Final Inspection</b>	<b>¼ hour</b>

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 shed is checked to ensure that it is being placed in the correct location.
- ✓ The setbacks are checked from the property lines to ensure the shed is located out of the easement areas.
- ✓ The size of postholes is checked to ensure they are 10-inches in diameter and that the depth on each posthole is 24-inches below finished grade.

### Slab: (if installed)

- ✓ The inspection of the concrete slab is conducted prior to any concrete being poured.
- ✓ The location of the shed is checked to ensure that it is being placed in the correct location.
- ✓ The setbacks are checked from the property lines to ensure the shed is located out of the easement areas.
- ✓ The proper slab will be poured.

### Frame:

- ✓ Screw anchors must be visible where they are tied to the framing of the structure.
- ✓ The anchoring of piers to the framing is to be inspected.

### Final:

- ✓ At this inspection we confirm that the shed is completed including the paint, roof, and that the framing is per the approved plans.
- ✓ Any installed electric will be checked for code compliance.

### 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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**BUILDING DEPARTMENT**  
**109 JAMES STREET**  
**GENEVA, IL 60134**  
**630/262.0280**  
**630/262.0286 fax**  
**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** \_\_\_\_\_