



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

## Sign Permit Information

Revised: 11-25-2025

A building permit is required prior to installing or replacing your Sign. 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 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](mailto:preservation@geneva.il.us)
- Mill Creek residents with building permit questions should contact the Kane County Building Division at 630 232-3480 or [KaneBuildingDeptPermits@KaneCountyIL.gov](mailto:KaneBuildingDeptPermits@KaneCountyIL.gov). 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) set of drawings showing the dimensions and location is to be submitted with the application.
- 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:

- **Sign permit fee:** \$60.00 minimum (\$1.50 per square foot) to be paid when the permit is picked up.
- **Re-inspection fee:** \$50.00 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 inspection(s) required.
- Electric be installed per NEC 2023.
- For specific requirements, please call our office.

### 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>Slab Pre Pour</b>      | <b>¼ hour</b> |
| ○ <b>For monument signs</b> |               |
| ✓ <b>Electric</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.

#### Slab:

- ✓ The inspection of the concrete slab is conducted prior to any concrete being poured.

**Electric**

- ✓ Confirms electric is installed per approved plans. (NEC 2023)

**Final:**

- ✓ Confirm signage is installed per the approved plans.

**Building Codes:**

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

City of Geneva Building Regulations	Title 10
International Building Code	2021 (with amendments)
International Energy Conservation Code	2021 (with amendments)
International Existing Building Code	2021
International Fire Code	2021 (with amendments)
International Fuel and Gas Code	2021 (with amendments)
International Mechanical Code	2021
International Property Maintenance Code	2021 (with amendments)
International Residential Code	2021 (with amendments)
International Swimming Pool and Spa Code	2021
Life Safety Code	2015 (with State amendments)
National Electrical Code	2023
State of Illinois Accessibility Code	Most recent edition
State of Illinois Plumbing Code	Most recent edition

**Homeowner and Contractor Responsibilities:**

- It is the responsibility of the property owner/contractor to schedule with the Building Division the required inspections.
- The required inspections are indicated on the Plan Review Comment Sheet and Permit. 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



**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 \_\_\_\_\_

*For Office Use Only*

**FEEES**

**ROUTING**

Building Permit Fee \_\_\_\_\_  
 Fire Department Fee \_\_\_\_\_  
 Plumbing Fee \_\_\_\_\_  
 Public Works Fee \_\_\_\_\_  
 Tree Preservation Fee \_\_\_\_\_

Assessor \_\_\_\_\_  
 Fire \_\_\_\_\_  
 Electric \_\_\_\_\_  
 City Engineer \_\_\_\_\_

Historic Preservation \_\_\_\_\_  
 Tree Preservation Review \_\_\_\_\_  
 Planning/Zoning \_\_\_\_\_  
 First Inspection Services \_\_\_\_\_

**TOTAL FEES** \_\_\_\_\_