



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

Change of Tenant Permit Information

Revised 9/3/2025

A Change of Tenant permit is required prior to a new business opening or an existing business relocating to another location. The following are guidelines and comments for obtaining a permit. A Certificate of Occupancy will be issued upon successful completion of the Change of Tenant permit process.

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.
- 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
- Submit, to the Building Division, three (3) copies of the layout (space that will be occupied) showing the exits, exit signs, emergency lighting, fire extinguishers, and all changes that are being made (in detail). **Layout/drawing must include furniture/equipment location diagram.**
- If there is any plumbing work being done the following documents are required to be submitted
 - Letter of Intent - on company letterhead, indicating they are conducting the work for the 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.
 - A copy of the plumber's Illinois State Plumbing License and Illinois State Contractor License (058 & 055).
 - The plumbing work in a commercial building must be done by an Illinois licensed plumber.
- A PDF electronic copy of the plan is required if the plan size is larger than 11" x 17". The electronic copy must be emailed to pdf@geneva.il.us or submitted with the permit application on a USB thumb drive.
- Allow 15 working days for the permit application to be reviewed and approved.
- A member of our staff will call and/or email you to inform you that your permit is ready to be picked up and paid for.

Fees: Change of Tenant permit fees are based on project cost for both the Building Division & Fire Department

- Building Division
 - \$50.00 plan review fee plus
 - \$75.00 for the first \$1,000 of project cost plus
 - \$10 per each thousand or portion of the project cost after the first \$1,000.
- Fire Department
 - \$50.00 for the first \$1,000 of project cost plus
 - \$2.00 per each thousand or portion of the project cost after the first \$1,000.
- Plumbing fee depending on the project scope.
- We accept cash, check (make payable to the City of Geneva) MC, Visa, Discover, and AMEX.

Re-inspection fees: During the construction of the project, should any of the required inspections fail, there is a re-inspection charge. The fee is due prior to the next inspection.

- Building Division
 - \$100.00 per re-inspection for all types of inspections during construction.
 - \$100.00 + \$25.00 for the third inspection if the first two failed.
- Fire Department
 - \$50.00 per re-inspection for all types of inspections during construction.
- First Inspection Services (Plumbing)
 - \$66.00 re-review fee.
 - \$66.00 per re-inspection for all types of plumbing inspections during construction.

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.
- Please review all plan review comments contained on the drawing and/or in the packet attached to the permit.

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 will take for the inspection. Inspections must be scheduled by calling (630) 262-0280 for both the Building Division and the Fire Department. For fire related questions, please call 630 232-2530.

- ✓ **Final C.O.T.** 1 hour
- ✓ **Other** ½ hour - Determined by the scope of work

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:

- ✓ A final C.O.T. inspection is conducted when all requirements noted on the permit have been met. This inspection is generally scheduled a few days prior to the anticipated occupancy date. All furniture and equipment is generally in place for this inspection.
 - All fire extinguishers and other fire systems are to have current inspection tags.
 - Egress requirements are confirmed, this includes testing of all exit and emergency lighting.
 - Anything that is unique to the project is checked at this time.

Other:

- ✓ Determined by the scope of the work, these inspections may include rough framing, electric, mechanical, plumbing, fire systems if modified.
- ✓ Please note that the scope of a "Change of Tenant" permit application can range from a simple redecorating and move in to a major alteration project.

Building Codes:

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

- City of Geneva Municipal Code
- 2021 Int'l Building Code w/amendments
- 2021 Int'l Mechanical Code
- 2023 Nat'l Electrical Code
- 2014 State Plumbing Code
- 2021 Int'l Residential Code w/amendments
- 2021 Int'l Fire Code w/amendments
- 2021 Int'l Energy Conservation Code
- 2021 Int'l Swimming Pool and Spa Code (ISPSC)
- 2021 Int'l Fuel and Gas Code w/amendments

Note: There can be unique circumstances that are related to existing buildings and you may have questions prior to submitting your permit application; if there are any occupancy, zoning or building related questions we do offer onsite meetings with the appropriate City staff members. This meetings can be very helpful to applicants that have questions and can be scheduled by calling the Building Division 630-262-0280.

Owner – Contractor Responsibilities:

- It is the responsibility of the owner/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 the permit number available. 630-262-0280
- Inspections shall be canceled a minimum of 24 hours before the scheduled time.



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 _____

Engineering _____

Historic Preservation _____

Fire Department Fee _____

Fire _____

Tree Preservation Review _____

Plumbing Fee _____

Electric _____

Planning/Zoning _____

Public Works Fee _____

City Engineer _____

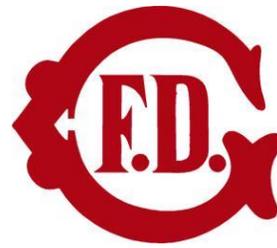
First Inspection Services _____

Tree Preservation Fee _____

TOTAL FEES _____

Geneva Fire Department

Business Information Contact Sheet



Date: _____ Occupancy Number (office use) _____

Business Name: _____

Business Address: _____

Email: _____ Business Phone: _____

Business Owner: _____ Owner Email: _____

Mailing Address: _____

Business Hours (weekdays): _____ (weekends): _____

Number of Employees: _____ (weekends): _____

Building Owner Name: _____

Building Owner Address: _____

Email: _____ Phone: _____

Provide contact information for three key holders that reside within 30 minutes of the business to respond in case of an emergency:

Key Holder Name	Phone Number	Email

**Return this form to Geneva Fire Department via fax at (630) 208-9353 or
via email at jhelmrich@geneva.il.us**



City of Geneva Business Contact Form

The Economic Development Department maintains a contact information database for all businesses within the City. For your convenience, complete electronically: <http://www.geneva.il.us/businesscontact>

- LIST YOUR BUSINESS IN THE [GENEVA BUSINESS DIRECTORY](#) ON THE CITY'S WEBSITE
- BE INCLUDED IN THE [GENEVA DOWNTOWN MAP](#) AND [NEW BUSINESS MAP](#) (IF APPLICABLE)

Business Name: _____

Business Address *include suite:* _____

Is your business new to Geneva? Yes No

Approximate open date: _____

Business Phone Number: _____

Contact Name: _____ **Title:** _____

Contact Phone: _____ **Website:** _____

Email*: _____ **Circle Email Type*:** Personal Business

**The Freedom of Information Act requires release of certain records including business email addresses. Personal email addresses are exempt.*

Alt Contact Name: _____ **Alt Contact Phone:** _____

Illinois Business Tax (IBT) Number:
_____ - _____

Number of Employees in Geneva:

Full Time _____

Part Time _____

*Anyone selling products in Geneva is required by state law to report sales to the state. **Please attach a copy of your Illinois Business Registration.** You must display your Certificate of Registration in a prominent location in the place of business to which it applies. You can obtain a Certificate at mytax.illinois.gov.*

What type of special events will your business host for the public?

___ Live music ___ Tastings ___ Tours ___ Classes/Workshops

___ N/A Other: _____

Where can we find your business on social media? _____

Provide a business description for the City's online Business Directory. Limit to 25 words:

Questions? Contact the Economic Development Department, City of Geneva, 22 S First St.
Geneva, IL 60134, Phone: 630-232-8174

Return completed form by mail or Email EconomicDevelopment@geneva.il.us



City Administrator's Office
22 S. First Street
Geneva, IL 60134

Business License Application

Return with payment to: Jeanne Fornari, Deputy Clerk
 City of Geneva
 22 S. First St.
 Geneva, IL 60134

Phone: 630-938-4544
 Email: jfornari@geneva.il.us

Business Name (corporate LLC): _____

Doing business as (d/b/a) or corporate name (if different from above): _____

Business Address: _____ Owned Leased

Business Phone: _____ Illinois Sales Tax #: _____

Type of Business: _____ Business Email: _____

Owner Information:

Name (Please Print): _____

Home Address: _____

Home Phone: _____ Email Address: _____

(Check all that apply)

<input checked="" type="checkbox"/>	LICENSE TYPE		<input checked="" type="checkbox"/>	LICENSE TYPE	
	Liquor Class _____			Pedicab	\$20.00
	Over-the-Counter Food	\$50.00		Trolley (if operator is charging fee)	\$100.00
	Over-the-Counter Tobacco	\$100.00		Vending Machine	\$50.00
	Restaurant	\$50.00		Pool Table	\$25.00
	Bakery	\$50.00		Amusement Vendor	\$100.00
	Scavenger	\$500.00		Amusement Machine up to 3	\$50.00
	Horse-Drawn Carriage	\$150.00		Amusement 3 or more	\$125.00
	Carriage Safety Sticker	\$50.00		Itinerant Merchant/Transient Vendor	\$100.00
	Pedicab Operator	\$100.00		Handbill (per day)	\$10.00

LIQUOR LICENSE CLASSIFICATIONS/FEEES ARE LISTED ON THE BACK OF THIS APPLICATION

AMOUNT DUE: \$ _____

Signature of Applicant: _____

Date: _____

City of Geneva License Fees

License Classification	Description	Initial License Fee	Annual Renewal Fee
A-1	packaged sales - liquor store	\$3,300.00	\$2,200.00
A-2	packaged sales - mass merchandiser 10%>	\$3,300.00	\$2,200.00
A-3	packaged sales - beer and wine 20% >	\$1,500.00	\$1,200.00
A-4	packaged sales - wine	\$1,100.00	\$715.00
A-5	specialty packaged liquor for restaurants 5%>	\$200.00	\$100.00
A-6	wine sampling	\$220.00	\$110.00
B-1	restaurants no bar	\$2,200.00	\$1,650.00
B-2	restaurants beer/wine no bar	\$1,650.00	\$1,320.00
B-3	restaurants with bar	\$2,750.00	\$1,925.00
B-4	restaurants wine only	\$1,100.00	\$550.00
B-5	restaurant with bar & brewery	\$3,300.00	\$2,200.00
C-1	tavern or bar with on and off premise sales	\$3,000.00	\$2,000.00
C-2	wine bar with on and off premise sales	\$2,200.00	\$1,650.00
C-3	tavern and/or restaurant on and off premise sales	\$3,300.00	\$2,200.00
C-4	wine and beer bar on and off premise sales	\$3,000.00	\$2,100.00
C-5	microwinery up to 50,000 gallons per year	\$3,000.00	\$2,000.00
C-6	brewery with onsite sales	\$3,500.00	\$2,500.00
C-7	craft distiller	\$4,000.00	\$2,500.00
D-1	Resort	\$8,000.00	\$4,000.00
D-2	Hotel, Motel, Bed & Breakfast	\$3,300.00	\$2,200.00
D-3	Not-for-Profit Golf, Tennis, Rec Club	\$2,500.00	\$1,400.00
D-4	For-Profit Golf	\$2,200.00	\$1,650.00
D-5	Not-for-Profit Geneva Club	\$550.00	\$330.00
D-6	Banquet Hall	\$3,300.00	\$2,200.00
D-8	Kane Co. Forest Preserve Dist. Golf and Ice	\$2,200.00	\$1,650.00
E-1	Geneva Not-for-Profit Fundraiser	\$100 (up to 15 days)	N/A
E-2	For-Profit Events	\$200 (up to three (3) consecutive days)	N/A
E-3	Festival Public Property Outdoor Sales	Non-Profit: \$50 per day/\$100 w/entertainment	N/A
E-3	Festival Public Property Outdoor Sales	For-Profit: \$100 per day/\$500 w/entertainment	N/A
E-4	Festival For-Profit Private Property Outdoor Sales	\$50 per day or \$100 per day with entertainment	N/A
E-5	Festival For-Profit Off-Site Private Property	\$50 per day or \$100 per day with entertainment	N/A
E-6	Geneva Chamber of Commerce	\$100 per fair/festival	N/A
F-1	Catering Liquor	\$2,000.00	\$2,000.00
F-2	Catering Liquor (12 events per year)	\$1,000.00	\$1,000.00
G-1	Restaurant BYO	\$250.00	\$250.00
G-2	Other Business BYO	\$500.00	\$500.00
	Outdoor Liquor Seating	\$200.00	\$200.00
	Change of Liquor Establishment Name	\$50.00	N/A
	Liquor License Application Fee	\$200.00	
	Fingerprinting Fee	\$50.00	