



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

Change of Tenant Permit Information

Revised 10/2/18

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.
- Three (3) copies of the layout (space that will be occupied) showing the exits, exit signs, exit lighting, fire extinguishers, and all changes that are being made (in detail) to the Building Division. **Application must include furniture/equipment layout diagram.** If there is any plumbing work being done, a Letter of Intent, on their letterhead, indicating they are conducting the work for the project. Along with the Letter of Intent, a copy of the plumber's Illinois State Plumbing License and Illinois State Contractor License must be provided.
- A PDF electronic copy of the plan is required if the plan size is larger than 11" x 17". The electronic copy must be submitted on disk or emailed to pdf@geneva.il.us.
- Allow 15 working days for the permit application to be review and approved.
- A member of our staff will call you and let you know that your permit is ready to be picked up and paid for.
- The plumbing work in a commercial building 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.

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
 - \$75.00 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 see the following pages for more information.

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 | 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 inspection is conducted when all requirements noted on the permit have been met.
- ✓ All outlets are plug tested.
- ✓ Egress requirements are confirmed.
- ✓ Anything that is unique to the project is checked at this time.

Other:

- ✓ Determined by the scope of the work.

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

**** 1018.2 Buildings with One Exit:** Buildings with one exit and stories above the first floor with one exit: In Use Group B and S, only one exit shall be required at the floor of exit discharge and for one floor directly above or below the level of exit discharge when meeting all of the following conditions:

1. The entire building is provided with a fire alarm system in accordance with this Code and the Fire Prevention Code.
2. The gross floor area does not exceed 2000 square feet.
3. The occupant load does not exceed twenty (20) persons.
4. The exit is of one hour fire rated construction and discharges directly to the exterior of the building without passing through another tenant space, foyer or lobby.

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.
- 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
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 _____



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 [EXPLORE GENEVA MAP](#) (IF APPLICABLE)

Business Name: _____

Business Address *include Ste:* _____

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:

_____ - _____

*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.*

Number of Employees in Geneva:

Full Time _____

Part Time _____

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 Cate Tracy, City of Geneva, 22 S First St. Geneva, IL 60134, at 630-938-4519.
Return completed form by mail or ctracy@geneva.il.us.

Geneva Fire Department

Business Information

Date: _____

Business Name: _____

Business Address: _____

Email: _____ Phone: _____

Business Owner: _____

Mailing Address: _____

Email: _____ Phone: _____

Building Owner: _____

Mailing Address: _____

Email: _____ Phone: _____

Business Hours (weekdays): _____

Number of Employees: _____

Business Hours (weekends): _____

Number of Employees: _____

Key Holder Name	Title:	After Hours Phone Number
		H
		C
		H
		C
		H
		C

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