

Community Development Department	
General Guidelines	The guidelines below are to assist in the ability to submit building permits and plans during the time that City Facilities are closed to the public. Please note: the ability to accept and process permits may be discontinued at any time.
Building Permits	<p>Building permit applications will be accepted and permits will be issued as follows:</p> <p><u>Drop Off</u></p> <ol style="list-style-type: none"> a. Application forms can be found on the City's website. Please write legibly. An email address and telephone number must be provided. b. All supporting documents must have the project address and contact information noted on them. c. Drop off times are from 8 a.m. to 4:30 p.m. Monday through Friday. d. All permits and documents need to be bundled together and either placed in an envelope, stapled together, paper clipped, or rubber banded. Loose documents will not be accepted. e. Permit applications and supporting documents should be placed in the container on the front porch of City Hall's Building Division, 109 James St. marked "Permit Drop off." Please place the lid securely back on the container when done. f. The drop off box is approximately 18" long by 14" wide by 14" high. Permits with large documents that will not fit in the box will need to contact the office to arrange a date a time for drop off. g. Any document larger than 11" x 17" must also be sent to the City via email at pdf@geneva.il.us in pdf format. h. You will receive either email or phone confirmation that your permit was received. If you do not receive confirmation within 48 hours, please contact the City's Building Division at 630-262-0284. i. Once plan review is completed, you will be contacted with the total cost for your permit. Payment can either be made by credit card over the phone, mailing a check, or dropping off a check in an envelope in the secured drop off box at the entrance to the alley behind City Hall, 22 S. First St. Please indicate the project address on any payments mailed or dropped off and address the envelope to the Building Division. Please note that the City is not accepting cash payment at this time. <p><u>Pick Up</u></p> <ol style="list-style-type: none"> a. You will be contacted when payment has been received and your permit is ready to be picked up. b. Permits will be located on the front porch of City Hall's Building Division, 109 James St. in a bin that is marked "Permit Pickup." c. Permits will be available for pick up between the hours of 8 a.m. and 4:30 pm Monday to Friday. d. Each permit will be banded together with all required documents (permit receipt, yellow permit card, stamped and signed plan reviews, etc.). On the front of each permit packet will be a sheet to fill out by the person picking up the permit. Once this sheet is filled out, it should be left in the pickup bin.

	<p>e. Permits with oversized documents that do not fit in the bins will need to have a scheduled pick up time, email or call the office to schedule a specific pick up date and time.</p>
Inspections	<p>Outdoor inspections for constructions projects such as fences, garages, sheds, driveways, patios, etc. may be scheduled. Indoor inspections may be scheduled for new construction and unoccupied buildings. All inspections (outdoor or indoor) are at the discretion of the inspector. Inspections that are not considered urgent by the inspector may be declined. Your project/inspection may qualify for a Remote Virtual Inspection (RVI), please call the office for additional information on these type of inspections.</p>
Code Enforcement	<p>Most code enforcement activities are temporarily suspended until further notice. If you have any concerns that need immediate attention please contact Jim Forni, Code Enforcement Officer, at 630-262-0284 or by email at iforni@geneva.il.us. He will respond as time allows.</p>
Planning Projects	<p>Applications for review by the City's Planning & Zoning Commission and/or Historic Preservation Commission will be accepted in the same manner as building permits (listed above). The only difference being that Planning & Zoning Commission applications must include payment when dropped off. Payment can either be made by mailing a check, or dropping off a check in an envelope in the secured drop off box at the entrance to the alley behind City Hall, 22 S. First St. Please indicate the project name and address on any payments mailed or dropped off and address the envelope to the Planning Division. Staff review and communication will continue to take place by phone and email. Once City staff review is completed, the Commission review will occur at the next regularly scheduled meeting after City Hall has reopened to the public.</p>