



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

## Deck Permit Information

Revised 6/25/2025

A building permit is required prior to installing or replacing a deck. 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 630 232-3485. 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 construction details of the deck are to be submitted with the application.
- One (1) copy of the plat of survey showing the location of the deck (drawn to scale) and showing the location the electric service line running into the house. (Please see example.)
- 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:

- **Deck permit fee:** \$150.00 to be paid when the permit is picked up.
- **Re-inspection fee:** \$75.00 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, 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 structure shall be occupied or used until a final inspection has been passed.
- Any electric going to the deck 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>Postholes</b>	<b>1/4 hour</b>
✓ <b>Deck Frame</b>	<b>1/4 hour</b>
✓ <b>Electric</b>	<b>1/4 hour</b>
✓ <b>Final Inspection</b>	<b>1/4 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 deck is checked to ensure that it is being placed in the correct location.
- ✓ The setbacks are checked from the property lines to ensure the deck is located out of the easement areas.
- ✓ The size of postholes is checked to ensure they meet code requirements. Generally a minimum of 12" diameter is required (could be greater dependent on tributary area of the deck that the pier supports) and that the depth on each posthole is forty-two inches (42") below finished grade.

**PreDecking/Frame:**

- ✓ Before decking is installed
- ✓ All fasteners shall be galvanized, stainless steel or meets manufacturer's specifications.
- ✓ The anchoring of piers to posts, posts to beams, beams to joists shall be inspected.
- ✓ Any installed electric shall be checked for code compliance.

**Final:**

- ✓ At this inspection we confirm that the deck is completed including the railings and that the framing is per the approved plans.

**Setbacks:**

- ✓ **Interior Side Yard** is determined by the zoning of the property
- ✓ **Rear Yard** is determined by the zoning of the property
- ✓ No deck 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
- 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

**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



FLOORS

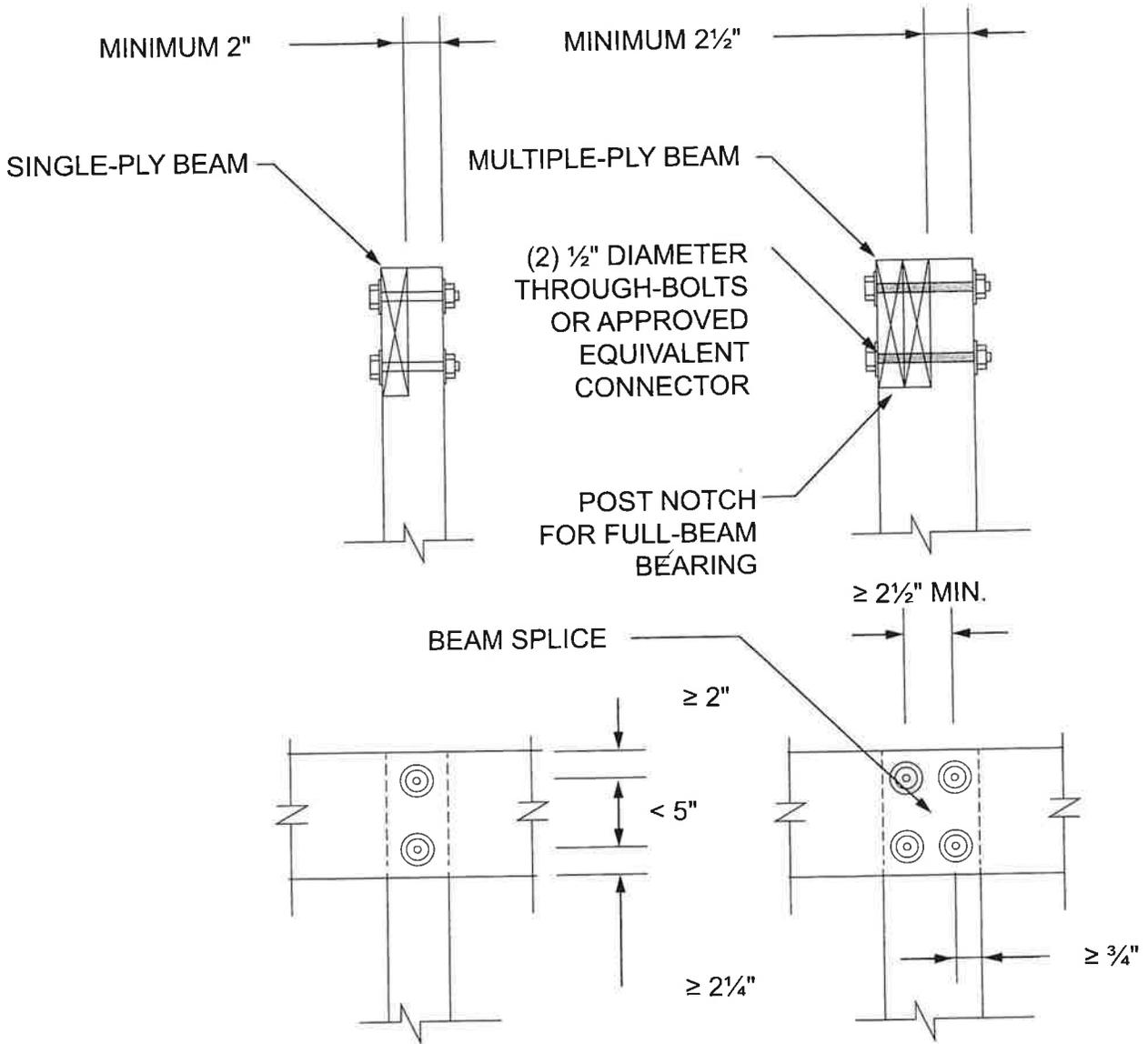
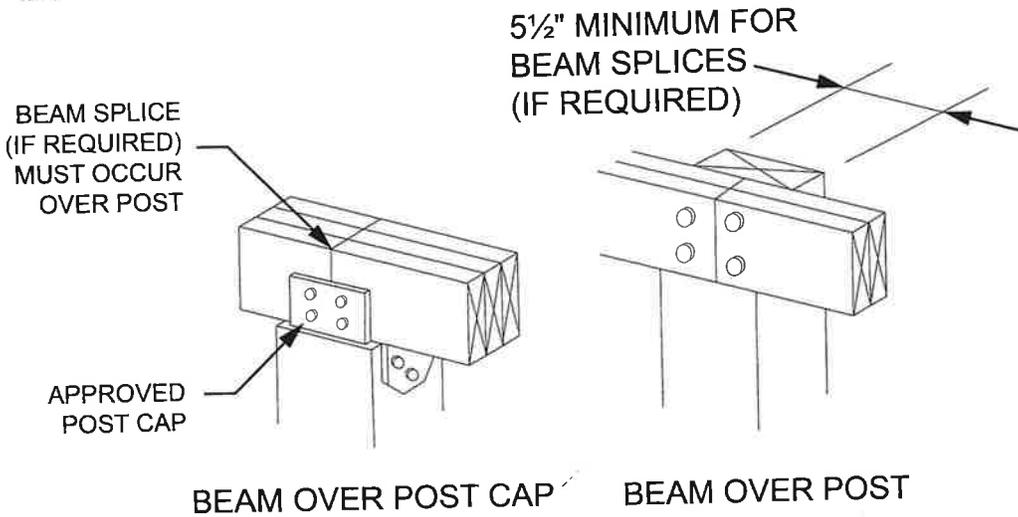
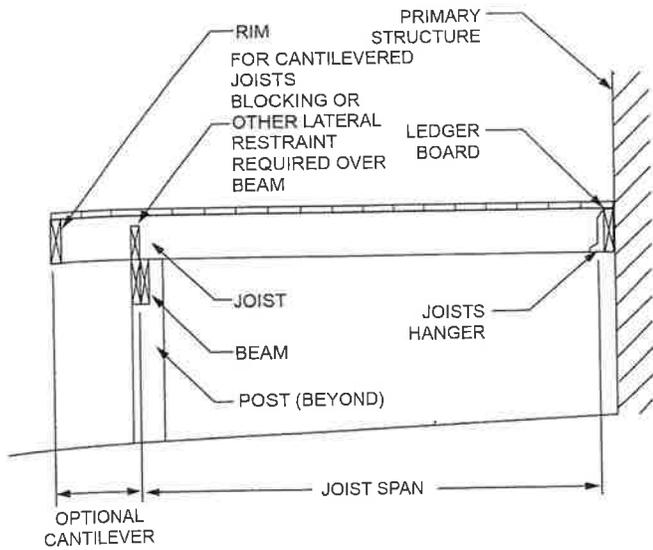
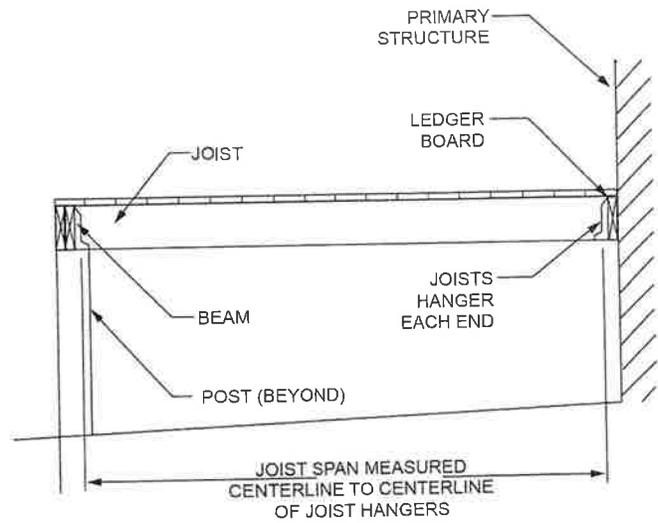


FIG. ST-1 (cont.)

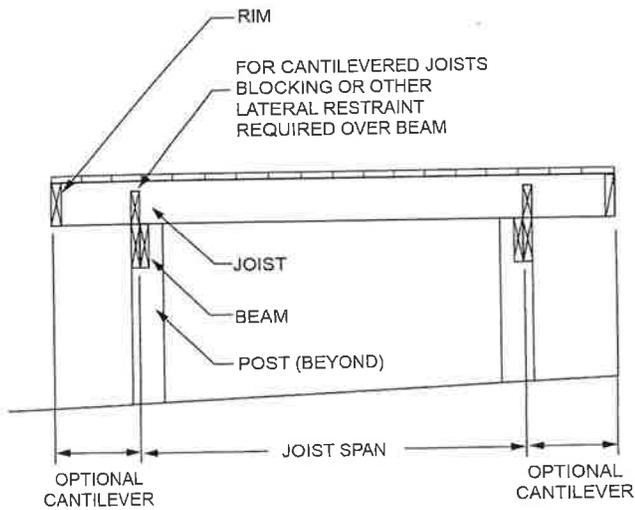




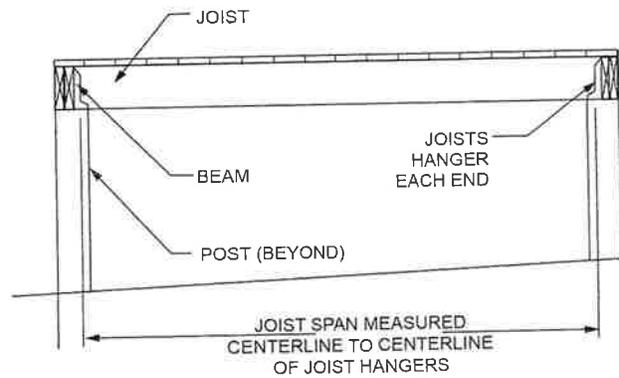
CANTILEVERED JOISTS WITH DROPPED BEAM



JOISTS WITH FLUSH BEAM



JOISTS ON FREE-STANDING DECK WITH DROPPED BEAM



JOISTS ON FREE-STANDING DECK WITH FLUSH BEAM

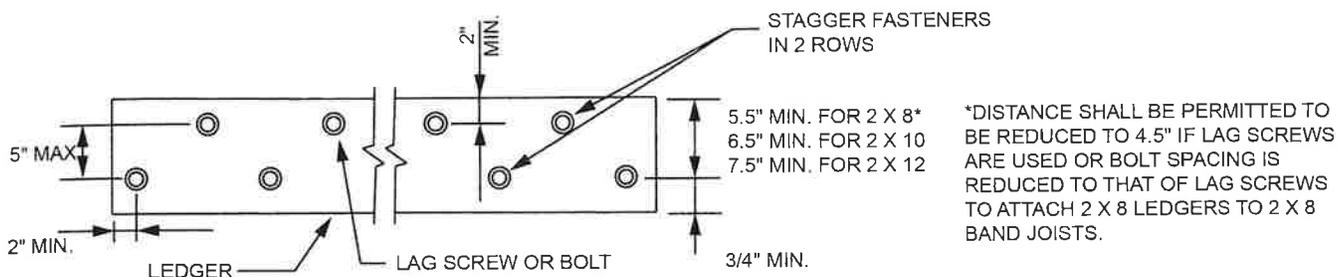
FIGURE R507.6  
TYPICAL DECK JOIST SPANS

**TABLE R507.9.1.3(2)**  
**PLACEMENT OF LAG SCREWS AND BOLTS IN DECK LEDGERS AND BAND JOISTS**

MINIMUM END AND EDGE DISTANCES AND SPACING BETWEEN ROWS				
	TOP EDGE	BOTTOM EDGE	ENDS	ROW SPACING
Ledger <sup>a</sup>	2 inches <sup>d</sup>	3/4 inch	2 inches <sup>b</sup>	1 5/8 inches <sup>b</sup>
Band Joist <sup>c</sup>	3/4 inch	2 inches	2 inches <sup>b</sup>	1 5/8 inches <sup>b</sup>

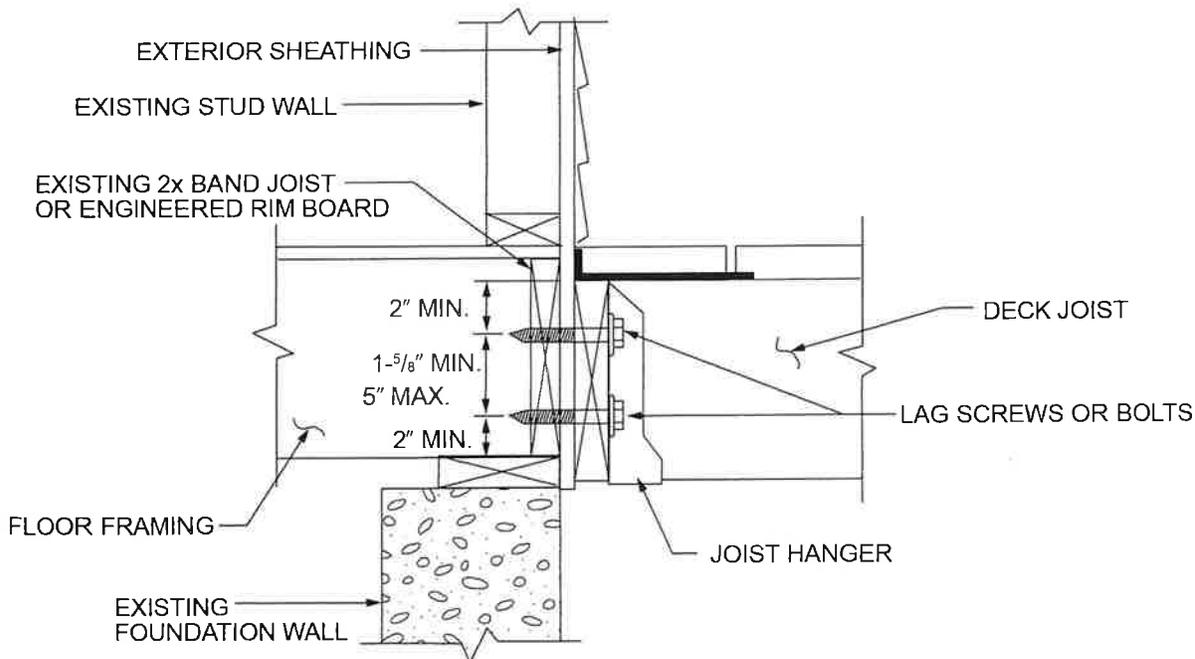
For SI: 1 inch = 25.4 mm.

- a. Lag screws or bolts shall be staggered from the top to the bottom along the horizontal run of the deck ledger in accordance with Figure R507.9.1.3(1).
- b. Maximum 5 inches.
- c. For engineered rim joists, the manufacturer's recommendations shall govern.
- d. The minimum distance from bottom row of lag screws or bolts to the top edge of the ledger shall be in accordance with Figure R507.9.1.3(1).



For SI: 1 inch = 25.4 mm.

**FIGURE R507.9.1.3(1)**  
**PLACEMENT OF LAG SCREWS AND BOLTS IN LEDGERS**



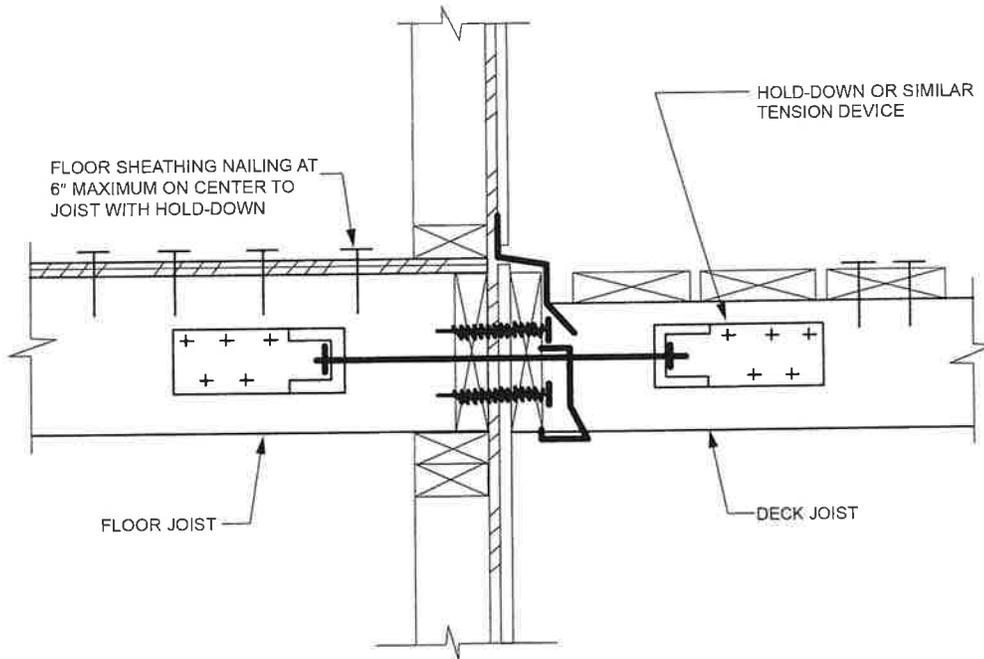
For SI: 1 inch = 25.4 mm.

**FIGURE R507.9.1.3(2)**  
**PLACEMENT OF LAG SCREWS AND BOLTS IN BAND JOISTS**

**FLOORS**

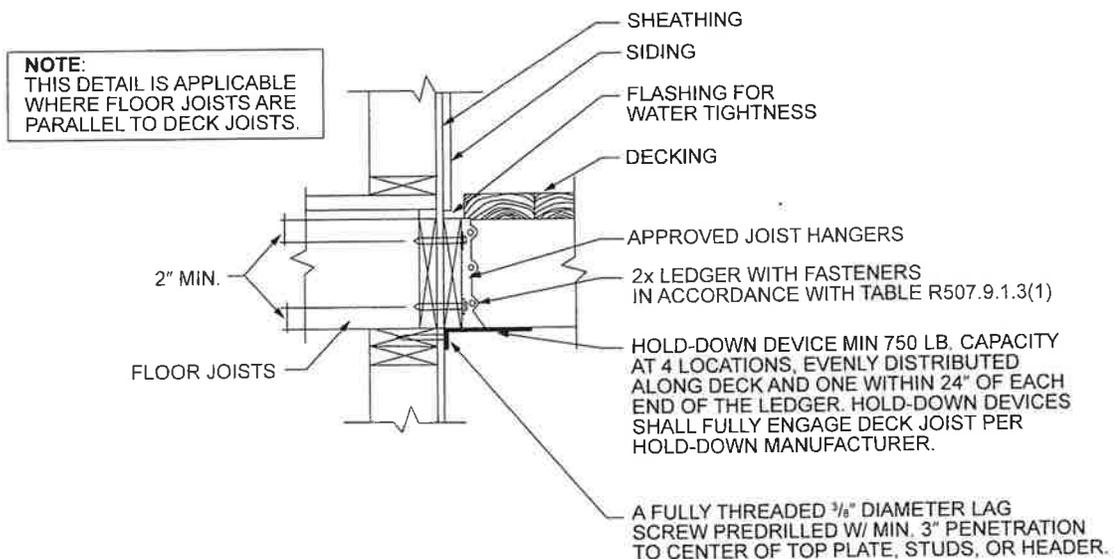
**R507.9.2 Lateral connection.** Lateral loads shall be transferred to the ground or to a structure capable of transmitting them to the ground. Where the lateral load connection is provided in accordance with Figure R507.9.2(1), hold-down tension devices shall be installed in not less than two locations per deck, within 24 inches (610 mm) of each end of the deck. Each device shall have

an allowable stress design capacity of not less than 1,500 pounds (6672 N). Where the lateral load connections are provided in accordance with Figure R507.9.2(2), the hold-down tension devices shall be installed in not less than four locations per deck, and each device shall have an allowable stress design capacity of not less than 750 pounds (3336 N).



For SI: 1 inch = 25.4 mm.

**FIGURE R507.9.2(1)  
DECK ATTACHMENT FOR LATERAL LOADS**



For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

**FIGURE R507.9.2(2)  
DECK ATTACHMENT FOR LATERAL LOADS**



May 9, 2016

General Requirements for permit requests that conflict with an existing electric service

Effective immediately, the following policies are in effect regarding underground electric services:

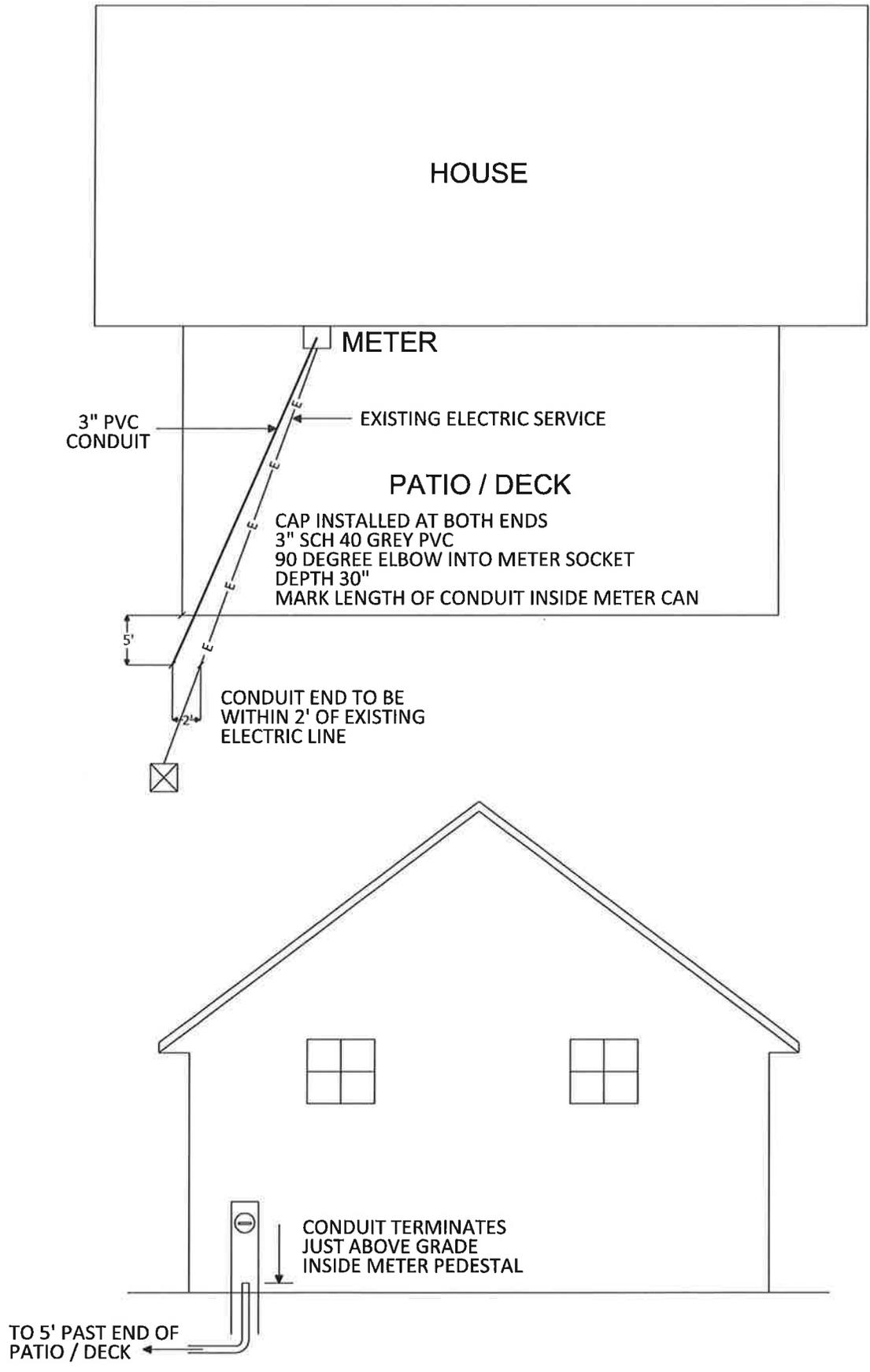
- If the electric service is underneath a proposed deck or patio, a 3” schedule 40 gray PVC sleeve shall be installed from the meter socket out to a point 5’ past the hard surface or landscaping. The meter socket shall be labeled to indicate where the conduit stops.
  - If the meter socket is within the deck/patio, a 36” x 36” clear space shall be left around the meter socket for access. This would be a dirt area for a patio or a framed out area for a deck with deck boards that are screwed down so they can be removed if access is needed.
  - If it is an elevated deck, a minimum height clearance of 12’ from ground level is required for working access. Conduit is still required.
- If a pool or other permit request is submitted that requires a foundation that would require the electric service to be re-routed either for the project to occur or for the line to be fixed in the future, then electric service shall be re-routed from meter socket to pedestal/pole in 3” schedule 40 gray PVC.
  - 100 or 200 amp services shall use 4/0 AL triplex. 400 amp services shall use 350 AL triplex. Larger services shall discuss options with Electric Utility.

If the homeowner is handling their own trenching, the following steps shall be followed:

- a. Schedule an inspection with Jennifer Hilkemann at 630-232-1503 at least 48 hours in advance of digging.
- b. Set an inspection time the day of digging between 8:00 a.m. – 2:30 pm.
- c. Dig a trench 30” deep and install Schedule 40 gray 3” PVC as required.
- d. Have the service inspected by the Electric Division.
- e. Backfill
- f. If needed, pull wire (if not having City do this part), leaving enough slack in the meter socket for frost loops
- g. Contact the Electric Division that service is backfilled and ready to be energized.

If there are any questions, please contact Jennifer Hilkemann, Manager of Distribution Construction & Maintenance with the Electric Utility at (630) 232-1503 ext. 3203 or by email at [jhilkemann@geneva.il.us](mailto:jhilkemann@geneva.il.us)

CITY OF GENEVA ELECTRIC DEPT.  
UNDERGROUND METER SOCKET DETAIL





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

Engineering \_\_\_\_\_  
 Fire \_\_\_\_\_  
 Electric \_\_\_\_\_  
 City Engineer \_\_\_\_\_

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

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