

# CITY OF GENOA

8:30 a.m. to 5:00 p.m. Monday through Friday.

333 E First Street  
Genoa, IL 60135

Phone : 815-784-2327  
Fax : 815-784-2988

## GENERAL PERMIT INFORMATION Miscellaneous Permits

1. Complete a permit application including type of work and contractor.
2. No construction can be started before the permit is issued.
3. No permits will be issued until all fees are paid
4. All inspections require at least a 24-hour notice. Call 815-784-2327 (City Hall) to schedule inspections. **(THE PERMIT NUMBER, PROJECT ADDRESS, PURPOSE, NAME AND TELEPHONE NUMBER ARE REQUIRED.)**
5. Inspections can be scheduled: Monday through Friday.
6. A re-inspection fee will be charged if work is not complete or does not conform to code.
7. Permits are valid for twelve (12) months from issuance if work is continual. If work has not begun, the permit expires at six (6) months. An extension can be granted if requested in writing.
8. Noisy construction will be allowed during the following times:

Monday through Friday:	7:00 a.m. – 7:00 p.m.
Saturdays and Sundays	8:00 a.m. – 7:00 p.m.
9. There are additional requirements for the construction of house additions, single-family homes and industrial/commercial buildings.
10. Call JULIE 1-800-892-0123 to locate all underground utilities prior to any digging.
11. It is the homeowner's responsibility to check for compliance with all covenants.
12. All information submitted shall be available on site during the inspection.

# BUILDING PERMIT PROCESS

## I. PERMIT APPLICATION REQUIREMENTS

- A. Submit two (2) sets of architectural plans signed and sealed by an Illinois Licensed Architect for one and two family dwellings, commercial and industrial projects.

For miscellaneous permits, a detailed drawing that *clearly* shows your plans for construction will be acceptable.

- B. Submit specifications (where applicable).

- C. Submit proof of (where applicable).

1. Electrician (name and address)
2. Plumbing Contractor (name, address and state license number)
3. General Contractor (name and address)
4. Mechanical Contractor (name and address)
5. Demolition Contractor (name and address)

- D. A plat of survey shall be submitted detailing the foundation location and lot grading in accordance with the approved subdivision grading plan and setbacks required for zoning. Additional review may be required where unusual circumstances exist, such as substantial acreage draining across the property.

- E. Plans are reviewed within ten working days.

## II. PERMIT ISSUANCE REQUIREMENTS

- A. Permits are issued on the condition that all work shall conform to all codes and regulations of the International Residential Code, and City of Genoa Codes. A copy of approved plans shall remain on site until the project has been finalized. **THE PERMIT PLACARD MUST BE DISPLAYED IN A VISIBLE PLACE SO THAT IT CAN BE READILY SEEN FROM THE STREET AND IS ACCESSIBLE TO THE BUILDING INSPECTOR.** Notice will be left after each inspection.

- B. **TYPICAL REQUIRED INSPECTIONS** – During the course of construction call to schedule the following inspections AT LEAST 24 HOURS IN ADVANCE, and for **FINAL INSPECTIONS, 48 HOURS IN ADVANCE**

**THE PERMIT CARD AND STREET ADDRESS ARE TO BE PROMINENTLY DISPLAYED.**

## **BUILDING INSPECTION PROCESS**

### **REQUIRED INSPECTIONS**

**Call phone number on permit for your inspection**

- 1. FOOTINGS** – After forms are placed and before pour.
- 2. FOUNDATION FORMS** – When forms are set before concrete is poured.
- 3. FOUNDATIONS** – After waterproofing and before backfilling.
  - 3a. Basement floor/Garage Floor**
- 4. SUBMIT A PLAT OF SURVEY** with top of foundation, elevations and location in relation to set backs and easements at the time concrete forms are in place or after concrete is poured at builder's risk.
- 5. SEWER AND DRAINS** – When in place and before backfilling. Inspection by the City of Genoa must be scheduled 24-hours in advance.
- 6. WATER SERVICE** – When in place and before backfilling. Inspected by Municipality.
- 7. ELECTRICAL SERVICE.**
- 8. PLUMBING ROUGH/WATER METER**
  - a.** Before covering and when ready to test.

Licensed plumber shall install the water meter prior to the building rough-in inspection.
- 9. ELECTRIC/ROUGH** – Before covering.
- 10. FRAMING/ROUGH** – Before insulation (weather resistant sheathing paper).
- 11. MECHANICAL/ROUGH**
- 12. FIRE STOP INSPECTION AT TIME OF ROUGH**
- 13. INSULATION**
- 14. DRIVE APPROACH & PUBLIC WALK** – After forms and base are in place, before placing material. **MUST BE IN BEFORE FINAL INSPECTION.**
- 15. FINAL-CERTIFICATE OF OCCUPANCY**
  - a.** Request final inspection at least two (2) days before final occupancy is desired.
  - b.** House numbers should be in place.
  - c.** Yard must be fine graded in accordance with the approved lot grading plan.
  - d.** Water meter bill is to be paid at the City Hall
  - e.** **A final grading survey signed and sealed by a registered surveyor or engineer shall be submitted and approved prior to final occupancy.**
  - f.** Certificate of Occupancy will be issued to you.
- 16. MISCELLANEOUS PERMITS**
  - a. Fences** – Post hole and final
  - b. Decks** – Post hole and final
  - c. Pools** – Location, electrical and final
  - d. Electrical upgrade** – Final

**\*\*Remember, inspections must be called in 24 hours in advance.**