



Requirements for Construction of a Detached Garage

Applicant's Name: _____
Address: _____
Phone Number: _____

Information to be submitted when applying:

- 1. Completed Building Permit Application.
- 2. A plat of survey showing the proposed detached garage, drawn to scale.
- 3. The proposed location shown on the plat showing distance to the lot lines and other structures. A minimum ten foot separation from any other structure is required.
- 4. The detached garage shall be located a minimum of 5 feet from the side and rear lot line.
- 5. Provide drawings or plans indicating construction details including: footing and slab details, wall and roof details, driveway dimensions with construction and size.
- 6. Maximum size: 1200 square feet or ten percent (10%) of lot area, whichever is less.
- 7. Maximum height shall not exceed 15 feet.
- 8. Electrical work shall be detailed as to where all receptacles and switches are located and where power is derived from. Indicate depth of trench, if applicable.
(Numbers 9-11 apply to wood frame construction only, not for masonry or masonry veneer)
- 9. Foundation walls and footing shall not be less than 18 inches below finished grade, six inch minimum thickness at the top and may be flared to not less than 10 inches at the bottom.
- 10. Grade beam construction permitted consisting of four-inch concrete floor, on a minimum four inches of crushed stone, pea gravel, or gravel, poured monolithically with a minimum ten-inch thickened outer edge a width of 20 inches around perimeter of building, said twenty-inch grade beam to be equal of depth and on undisturbed soil.
- 11. A foundation/footing or thickened outer edge specified in 9 or 10. above is not required for sheds or accessory buildings 100 square feet or less.
- 12. The detached garage shall be utilized for storage and vehicles only.
- 13. The driveway shall be constructed with a continuous concrete or asphalt surface located between the garage and the adjoining public right-of-way or alley. The driveway width shall not exceed 28 feet at the public sidewalk and 34 feet at the public street.
- 14 a. If any public tree is within 15 feet or proposed driveway approach, you must contact Public Works at (815) 784-2271 to complete an excavation permit.
- 15. Required inspections are footing, slab, driveway, underground electrical (if applicable) and final when all work is completed.
- 16. All submitted information shall be available on site during the inspection.
- 17. **Other pertinent information:** Failed inspections require a re-inspection fee to be paid prior to scheduling the re-inspection.

Applicant's Signature: _____
Date: _____

Note: The above information is part of the permit application and compliance is required. Call JULIE at 1-800-892-0123 to locate all underground utilities.



APPLICATION FOR PERMIT
815-784-2327

Permit No.

Permittee (Owner): _____ County: DeKalb Job Cost: _____

Address of Property: _____ Subdiv: _____ Unit : _____

Real Estate Index No: _____ Lot #: _____ Zoning Dist: _____ Block #: _____

Phone #: _____ Cell #: _____

Owner Address if Different then Property: _____

The City requires all building permit applications, including new homes, that have an existing tree(s) located in the City's parkway to complete the Tree Protection Permit (TPP). New home construction is required to plant trees in the parkway and the permit fee is \$300.00 per tree. See the Tree Protection Permit form for tree protection and planting requirements.

Purpose of Permit: _____

Required Licenses: Plumbing, Plumbing Contractor & Roofing License (Please include copy)

Dimension - 1st Floor:	Front _____	Depth _____	Height _____	Sq. Ft. _____
Dimension - 2nd Floor:	Front _____	Depth _____	Height _____	Sq. Ft. _____
Total Sq. Ft. of Bldg:	Total Vol. of Bldg: _____		Garage: Attached _____	Detached _____
Number of Rooms:	No. of Bedrooms: _____			

Architect	_____	Address _____	Phone _____
General Contractor	_____	Address _____	Phone _____
Carpenter	_____	Address _____	Phone _____
Electrical Contractor	_____	Address _____	Phone _____
Mechanical Contractor	_____	Address _____	Phone _____
Plumbing Contractor	_____	Address _____	Phone _____
Roofing Contractor	_____	Address _____	Phone _____
Fire Protection System	_____	Address _____	Phone _____
Other Contractor	_____	Address _____	Phone _____

<p>UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the Building and Zoning Ordinances and all amendments thereto. I realize that the information that I have affirmed hereon forms a basis for the issuance of a building permit.</p>	
Signature: _____	Date of Application: _____
(Owner or Representative)	

DO NOT OCCUPY BUILDING UNTIL INSPECTION HAS BEEN PERFORMED AND A CERTIFICATE OF OCCUPANCY IS ISSUED
The applicant of this Permit agrees to pay all Plan Review fees whether they receive a permit or not.

PERMIT CONDITIONS: _____

Approved By: _____ Date: _____ Fee: _____

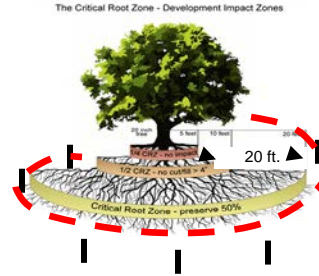
RECEIVED:	ISSUED:	COMPLETED:
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TREE PROTECTION PERMIT FORM

The parkway tree protection permit for construction activity is required if there are existing trees located in the City's parkway either in the front yard or the corner yard.

A public tree protection permit is required for any building permit that involves:

- The construction of a new building or structure
- Site improvements
- Any type of remodeling
- Roofing
- Flat work (concrete or asphalt paving)
- Fencing
- Paver brick work
- Other _____



Construction Activity Zone:

- Do not place any type of dumpster, building materials or equipment under a tree.
- Do not clean equipment under any tree.
- Do not make any grade changes, cut or fill under a tree or in the critical root zone that extends 20 feet from the furthest edge of the tree canopy.

It is the responsibility of the contractor and building permit holder as a condition of the permit to protect all public trees (including a neighbor's tree) located on the adjacent parkway/ public right-of-way that may be affected or damaged by construction activities. Any area under a parkway tree extending outward to the end of the tree canopy is designated as the tree protection zone. If a tree extends over a sidewalk or driveway, the protection zone would continue to the end of the canopy.

Depending on the type of construction activity, the City may cordon-off the tree protection area with stakes and ribbon. Once installed, the contractor and the building permit holder would be responsible to maintain the stakes and ribbon throughout the duration of the project. When the work is completed, the permit holder is required to notify the City to have the stakes and ribbon removed.

Upon inspection by the City, failure to meet the above requirements would be an ordinance violation and may warrant a penalty as prescribed in Title 7, Section 4, of the City's Municipal Code and the Public Works Director Public may have the work stopped until the construction activity is guarded with a substantial fence that would be installed by the building permit holder at their cost.

Name: _____ Date: _____ Permit Number: _____

Address: _____

Contact Person: _____ Phone Number: _____

A tentative start date is required. Date: _____ The applicant is also required to contact the Public Works Department, Janice Melton at (815) 784-2271, if the construction activity starts before or after the tentative start date.

TREE PLANTING REQUIREMENTS

New home construction requires a parkway tree(s). The number of trees required to be planted are determined by the length of the property along the street abutting the front yard and the corner yard. The length of both yards are **not combined** and are measured separately to meet the minimum requirement for one parkway tree per 80 feet in length of property for each of the applicable yards. The City will determine the type of tree, the site location, and plant the tree(s) per the Arboricultural Specifications after the occupancy permit is approved by the City subject to the planting schedule. (Spring 3rd wk April – 1st wk June) (Fall 1st wk September – 3rd wk October)

For additional information, please contact the Public Works Department, Janice Melton at (815) 784-2271.

New Home Construction: Yes _____ No _____ (Front Yard Length: _____ FT. - Number of Trees to be planted: _____)

(Corner Yard Length: _____ FT. - Number of Trees to be planted: _____) (**Total number of trees to be planted:** _____)

Number of existing parkway trees: (Front Yard _____) (Corner Yard _____). Is the tree(s) located closer than 15 feet from the proposed driveway approach Yes _____ No _____.

Official Use: Email to JM/C: RG

- For new homes w/out trees, email the plat of survey.
- New homes w/existing trees, email plat of survey and site plan showing driveway.
- Tree protection permit, email the completed permit form.



**General Permit Information
Miscellaneous Permits**

1. Complete a permit application including type of work and contractor.
City Hall Hours: 8:30 am – 5:00 pm Monday through Friday
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 24-48 hours notice. Call 815-784-2327 (City Hall) to schedule inspections (permit number, project address, purpose, name and telephone number are required).
5. Inspections can be scheduled: Monday through Friday- 8:30 am- 5:00 pm.
6. A re-inspection fee will be charged if work is not complete or does not conform to code.
7. Permits are valid for six (6) months if no work is started. Permits are valid for twelve (12) months from the date of issuance. An extension can be granted if one completes a Permit Extension Request form.
8. Noisy construction will be allowed during the following times:

Monday through Friday	7:00 am- 7:00 pm
Saturdays and legal holidays	9:00 am- 7:00 pm
Sundays	10:00 am-7:00 pm
9. There are additional requirements for the construction of house additions, single-family homes and industrial/commercial buildings.
10. Call JULIE at 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 covenants; refer to the Oak Creek, Riverbend or Derby Estates Codes, Covenants and Restrictions Compliance form.
12. All information submitted shall be available on site during the inspection.



**Building Inspection Process
Required Inspections**

Call phone number on permit for your inspection

1. **Footings-** After forms are placed before pour.
2. **Foundation Forms-** When forms are set before concrete is poured.
3. **Foundations-** After waterproofing and before backfilling.
 - a. 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 before backfilling. Inspected by Municipality.
7. **Electrical Service.**
8. **Plumbing Rough/Water Meter**
 - a. Before covering and 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. **Fence-** Final inspection
 - b. **Decks-** Post hole, framing, and final inspections
 - c. **Pools-** Location, UG electric and gas, and final inspections
 - d. **Electric Service Upgrade-** Final and rough inspections
 - e. **Driveway-** Footing and final inspections
 - f. **Patio-** Footing and final inspections
 - g. **Re-Roof-** Final inspection
 - h. **Garage-** Footing, slab, UG electric, driveway and final inspections
 - i. **Water Heater-** Final inspection
 - j. **Shed-** Foundation and final inspections
 - k. **Sign-** Final Insection

**** Remember, inspections must be called in 24 hours in advance for single family dwellings, and 48 hours for miscellaneous inspections; and final inspections.**

ORDINANCE NO. 2007 - 31

An Ordinance amending the Building Code of the City of Genoa for detached garages

WHEREAS, the State of Illinois Municipal Code under Section 65 ILCS 5/1-3-1, et. seq. authorizes that the City of Genoa may adopt construction regulations by reference; and

WHEREAS, to advance the desire to protect public safety, the City of Genoa has heretofore adopted by reference Building Codes published by the International Code Council, with certain amendments thereto, by Ordinance No. 2003- 28; and

WHEREAS, the City of Genoa desires to establish a standard for detached garages that is compatible with residential neighborhoods,

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the CITY OF GENOA, DeKalb County, Illinois, as follows:

SECTION 1: Those sections of the International Building Code previously adopted by reference as the Building Code of the City of Genoa shall be amended as follows:

Frame detached garages, sheds and accessory buildings:

1. Comply with the construction requirements for one-story dwellings with the following exceptions:

a. Foundation walls and footing shall not be less than 18 inches below finished grade, six-inch minimum thickness at the top and may be flared to not less than 10 inches at the bottom.

b. Grade beam construction permitted consisting of a four-inch concrete floor, on a minimum four inches of crushed stone, pea gravel, or gravel, poured monolithically with a minimum ten-inch thickened outer edge a width of 20 inches around perimeter of building, said twenty-inch grade beam to be of equal depth and on undisturbed soil.

c. A foundation/footing or thickened outer edge specified in a. or b. above is not required for sheds or accessory buildings 100 square feet or less.

d. Studs, maximum spacing 24 inches OC. Doubling of studs not required on jambs of openings less than three to five inches wide.

e. Wall sheathing may be omitted if corner bracing is used, and rigid siding is used, vinyl siding, aluminum siding and similar siding shall require minimum 7/16 inch wall sheathing. If the corner bracing option is used, each corner is to be braced from top outward in two directions to a minimum of 72 inches from corner at sill plate, and may be applied on the inside surface of studs, minimum one inch by four inches. Let in bracing to be wood, metal, plywood, or equivalent.

f. Corner post may be two two-inch by four-inch or one four-inch by four-inch.

g. Top plate may be single, provided rafters occur directly over studs and plate at corners is lapped to provide tie.

h. Rafters not less than 2 x 6, collar ties maximum spacing forty eight inches OC. (No attic storage.)

i. Concrete floor, minimum four inches of concrete on minimum four inches compacted gravel, crushed stone or pea gravel for:

1. Garages

2. Sheds/accessory buildings

j. Due to grade changes, grading and drainage considerations, for wood floors, sheds may be constructed on concrete piers, eight inches minimum round, 18 inches minimum depth below grade on which a wood floor system anchored to the piers, shall be constructed in accordance with Section 2308.

k. Sill anchor bolts: 6' OC minimum of 2 for each section of sill plate and within 12" of each corner.

l. Trusses or rafters maximum spacing 24 inches OC and spans shall comply with Section 2308.10.3 or Section 2308.10.7.

m. If the shed is 120 square feet in floor area or less, Rafters not less than two inches or four inches and collar ties one inch by six inches with maximum spacing forty eight inches OC and ceiling joist as ties not less than sixteen inches OC. (No attic storage).

n. Roof sheathing shall be minimum 7/16 inch and comply with American Plywood Association standards

2.3 One-story solid masonry or masonry veneer detached garages and accessory buildings:

1. Comply with construction requirements for one-story dwellings with the following exceptions:

1a. Combined foundation wall and footing is allowed provided it goes down 42 inches below grade and the bottom is flared to 12 inches. Wall width shall be wide enough to support wall above but in no event less than eight inches minimum width.

2a. Brick veneer framing shall comply with Section 1405.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this