



**APPLICATION FOR PERMIT**  
815-784-2327

Permit No.
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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: \_\_\_\_\_

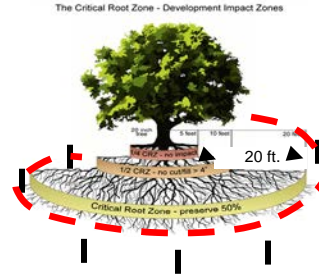
RECEIVED:	ISSUED:	COMPLETED:
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## TREE PROTECTION PERMIT FORM

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 3<sup>rd</sup> wk April – 1<sup>st</sup> wk June) (Fall 1<sup>st</sup> wk September – 3<sup>rd</sup> 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.**