



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 \_\_\_\_\_

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.
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: \_\_\_\_\_

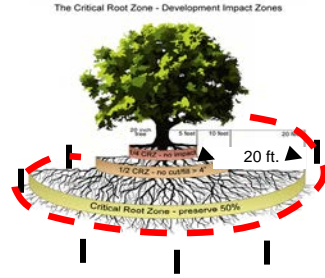
RECEIVED: [ ] ISSUED: [ ] COMPLETED: [ ]

## 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.



### Requirements for Construction of Pools

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

#### **Information to be Submitted When Applying:**

- 1. Completed Building Permit Application.
- 2. A plat of survey showing the proposed swimming pool and location of electrical service conductors drawn to scale.
- 3. The proposed location shown on the plat showing distance to the lot lines and other structures.
- 4. Provide drawings or plans indicating construction details and pool dimensions.
- 5. Pool cannot be constructed prior to construction of principal building.
- 6. It shall comply with all yard requirements.
- 7. It must be ten feet (10') from the principle building, not less than five feet (5') from any property line.
- 8. Shall comply with the International Residential Code and the City's Unified Development Ordinance (UDO).
- 9. All electrical connections shall be ground fault protected.
- 10. All electrical conductors below grade shall be in conduit.
- 11. All electrical conductors below grade shall be in IMC, rigid or be direct burial cable.
- 12. The sill cock that will be used to fill or top off the pool shall have a vacuum breaker.
- 13. The pool shall be protected by a fence not less than four feet (4') in height and a gate. See International Residential Code for requirements.
- 14. All submitted information shall be available on site during the inspection.
- 15. Comply with all deck, fence and electric requirements.
- 16. **Other pertinent information:** Failed inspections will require a reinspection fee to be paid prior to scheduling the reinspection.

Applicant's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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

**Note:** Subdivisions in the City may have covenants and restrictions that are binding on your property. These covenants and restrictions may require permission from the homeowners association or the developer before you begin construction. In some cases, they may prohibit construction of a building that is permitted by the City of Genoa. It is the responsibility of each applicant and homeowner to check the covenants and restrictions that apply to your property. Refer to the Codes, Covenants and Restrictions Compliance forms for Oak Creek, Riverbend or Derby Estates Subdivisions.

## What are the benefits of having a building permit?

**Increased Value:** Your home or business is an investment. If your construction project does not comply with the codes adopted by the City, the value of your investment could be reduced. Property insurers may not cover work done without permits and inspections. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the work, leave it unoccupied or do costly repairs.

**Protects:** A property owner who can show that code requirements were strictly and consistently met, as demonstrated by a code official's carefully maintained records, has a strong ally if something happens to trigger a potentially destructive lawsuit.

**Ensures Safety:** Your permit also allows the code official to protect the public by reducing the potential hazards of unsafe construction and ensuring public health, safety and welfare. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends and future owners.

**Above-Ground Pool Permit Fee:**

**\$50.00**



Updated March 2015



## Above Ground Pool Regulations



City of Genoa  
333 East First Street  
Genoa, IL 60135  
(816) 784- 2327

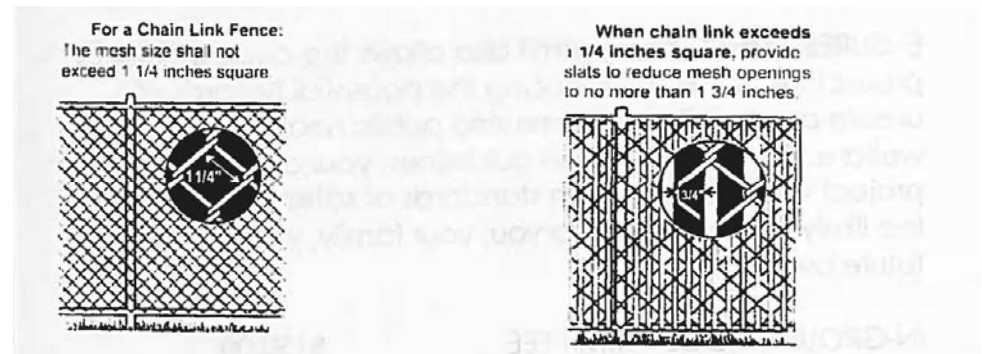
**Note:** Subdivisions in the City may have covenants and restrictions that are binding on your property. These restrictions may require permission from the homeowners association or developer before you begin construction. In some cases, they may prohibit construction of a structure that is permitted by the City of Genoa. It is the responsibility of each applicant and homeowner to check the covenants and restrictions that apply to their property.

### **Pool Location and Size Requirements**

- Pools are allowed in rear yards only.
- A 5' separation from the side and rear lot lines is required.
- Pools shall not exceed 5% of the total lot area or 600 square feet, whichever is less.
- Pools must be located a minimum of 5 feet from underground electric services and 10 feet horizontally from overhead electrical services.
- Pools shall not be located in any easements.
- The required pool barrier shall comply with the City fence regulations.
- All excavated soils must be hauled off site and disposed of in an approved manner.
- Pool location shall not block any natural or engineered overland drainage patterns.
- Permit holder is responsible for any damage to parkways, curbs, streets or overland drainage improvements.

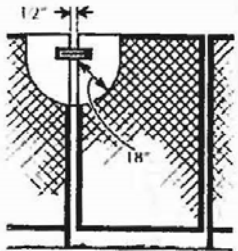
### **Swimming Pool Barrier Requirements**

- A 48 inch barrier shall be provided around the pool area or the entire yard.
- If the residence is part of the barrier all communicating doors shall be provided with an alarm that will sound when door is opened.
- All gates must be self closing and self latching and swing away from the pool area.
- Barrier shall not be climbable and conform to the opening illustrations provided in this packet.
- Spas or hot tubs may utilize a barrier complying with ASTM F1346.



## Swimming Pool Barrier Requirements

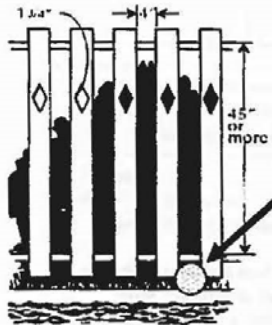
**Figure 031.2 Gate and Latch Detail:** When latch height is less than 60 inches from the ground, a continuously locked lock must be provided with an 18 inch radius of protection around the latch.



**Maximum Clearance** shall not exceed 4 inches above grade.

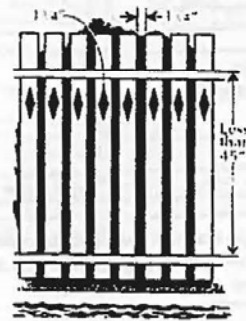


**Vertical Spacing:** If tops of horizontal members are greater than 45 inches apart, vertical spacing shall not exceed 4 inches.



**All openings shall be small enough so that a 4-inch diameter sphere cannot pass through.**

**Vertical Spacing:** If tops of horizontal members are less than 45 inches apart, vertical spacing shall not exceed 1 3/4 inches.



## Information To Be Submitted When Applying

- Completed building permit application.
- A plat of survey showing the proposed pool location and location of electrical service conductors drawn to scale.
- Dimension shown on the plat of survey of the proposed pool, the distance to all lot lines and existing structures, and the location of any overhead electrical wires.
- Detailed construction plans, including foundation detail, reinforcement, accessories, pump and filter equipment.
- Verification of third party approval (Underwriters Laboratories or Equivalent) for all equipment.
- Location of disconnecting means for all suction equipment.
- Name and contact information for person responsible for construction.
- A plan for removal of excavated soils must be removed from site.

## Required Inspections:

- Location (Before permit is issued) all utilities shall be located and marked.
- Underground electric and gas
- Final

**Storable pools such as the one pictured below are not exempt from the permit and pools regulations. Any recreational pool with the capacity to store water at a depth of 18 inches or greater is subject to all of the provisions in the code.**



### **Electrical Requirements for Above-Ground Pools**

1. \_\_\_ Is there underground conductor within 5' horizontally from the inside wall at the pool? 680-10
2. \_\_\_ Is there overhead Electrical Conductors in the area extending 10 ft. horizontally from the inside wall of the pool and 22' up from water level? 680-8
3. \_\_\_ Is the pump motor third party listed to U.S. standards with a label for pool motor? (IL 1081 is the standard) 110-3 (b)
4. \_\_\_ Is the cord on the pump motor #12 wiring and no longer than 3' with a twist lock cord cap? 680-7
5. \_\_\_ Is the receptacle 5' from the inside pool wall? 680-6 (a) (1)
6. \_\_\_ Is the receptacle a twist-lock and protected by GFCI? 680-5 (b). This must be a GFCI breaker or GFCI face-less type outlet or GFCI outlet, rated for the h.p. pump.
7. \_\_\_ Is the cover for the receptacle an in-use cover? 410-57 (b) (1)
8. \_\_\_ Is there a GFCI general purpose outlet on a general purpose circuit 10' from pool wall and not more than 20'? 680-6 (a) (2)
9. \_\_\_ Is there a disconnecting switch located at least 5' from the inside wall of the pool? 680-12
10. \_\_\_ Is the raceway of the type of rigid heavy wall metal conduit, intermediate metal conduit or rigid nonmetallic conduit (PVC) and listed for electrical use? 680-25 (c)110-3 (b)
11. \_\_\_ Is the raceway buried to the correct depth? RMC, IMC= 6 inches and PVC 18 inches from the top of the conduit to grade. 300-5
12. \_\_\_ There must be a minimum of a #12 green wire installed in the raceway. 680-25 (c) The wire must be green in color. 250-119
13. \_\_\_ The grounding conductor must pick up all junction boxes, light fixtures, pump motors, transformer enclosures, devices like switches, outlets, etc. 680-24
14. \_\_\_ Is there a grounding conductor between panel boards that are not part of the service equipment and that supply any electric equipment associates with the pool? 680-24, 680-25(d) The wire shall be sized in accordance with table 250-122.
15. \_\_\_ The bonding conductor must be a solid #8 copper wire. (bare conductor is OK). This wire must be pick up pool frame (upper and lower ring in metal) and pump motor, pool heater (if one) and RMC or IMC piping, and any metallic part within 5' of the pool 680-22 (a)
16. \_\_\_ Is the bonding conductor connection done with a clamp of the type of stainless steel, brass, or copper? (No zinc parts) 680-22 (b)
17. \_\_\_ Double insulated pump motors do not have to be bonded with the solid #8 but must have a #12 green wire to them.
18. \_\_\_ If RNC (PVC) is used with RNC PVC boxes, these items must be listed for electrical and sunlight resistant. Support and expansion fitting may be needed. Article 347



**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-** Post hole and 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.**





**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.