



Building Permit Process

I. Permit Application Requirements

- A. Submit three (3) sets of architectural plans signed and sealed by an Illinois Licensed Architect for one and two family dwellings, commercial and industrial projects.
 - 1. 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. FOR MCELLANEOUS PERMITS, 48 HOURS ADVANCE NOTICE IS REQUIRED.**

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



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 align="center">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>
<p>Signature: _____ Date of Application: _____</p> <p align="center">(Owner or Representative)</p>

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: _____

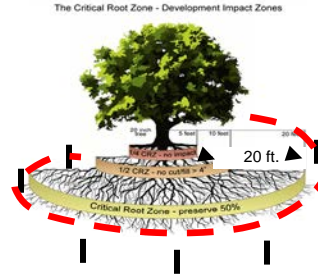
RECEIVED:	ISSUED:	COMPLETED:
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TREE PROTECTION PERMIT FORM

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.

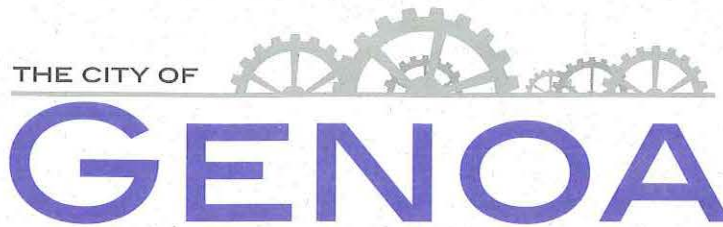
New Home Construction: Yes _____ No _____ (Front Yard Length: _____ FT. - Number of Trees to be planted: _____)

(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.



A SEALED TOP OF FOUNDATION SURVEY
REQUIRED PRIOR TO CONSTRUCTION ABOVE
FOUNDATION. **ZERO TOLERANCE IS
ALLOWED BETWEEN THE PROPOSED AND
FINAL TOP OF FOUNDATION SUBMITTED.**

FINAL SEALED TOP OF FOUNDATION AND
GRADING PLAN REQUIRED PRIOR TO FINAL
OCCUPANCY

Signature

Date

Permit # _____

Lot # _____

Address _____

Police Department

333 East First Street, Genoa, IL 60135
(815) 784-6633 • Fax (815) 784-2951

Municipal Center

333 East First Street, Genoa, IL 60135
(815) 784-2327 • Fax (815) 784-2988

Public Works

333 East First Street, Genoa, IL 60135
(815) 784-2271 • Fax (815) 784-4271



Common Building Code Interpretation and Policies for the Construction of Single and Multiple Family Residential Dwellings

Building:

Adopted Code: 2003 International Residential Code with Amendments

General Requirements:

- A carbon monoxide detector, installed in compliance with the manufacturer's installation instructions shall be installed and located within 15 feet of all sleeping rooms.
- Separation between garage and living spaces shall be achieved with a minimum of 5/8 Type X drywall applied to the garage side of all common walls and ceilings.
- All steel columns and beams supporting living spaces above garages shall be wrapped in 5/8 Type X drywall.
- A minimum of a four inch gas curb shall be provided in all attached garages.
- There shall be at least one emergency escape and rescue opening provided in all basements. See Section R310 of the International Residential Code for complete details.
- The requirements of Section R310 on Emergency Escape and Rescue Openings will be enforced to the letter of the law in all basements and rooms used for sleeping.
- There shall be no double cylinder deadbolts or locks on the main exit door.
- The buildings shall be posted with its address as early as possible.

Foundation:

- The Building Commissioner may if deemed necessary, request a soils investigation at the footing inspection. Said soils investigation is the expense of the permit holder.
- Jumps in footings at stepped foundation walls shall be no greater than 12 inches. When greater than 12 inches foundation shall be engineered or the footing placed continuously with vertical footing placed at the jump.
- All steps in foundations shall be reinforced with 2 #5 re-bar placed at the top and bottom of the wall at the step.
- All concrete for footings and walls shall have a minimum compressive strength of 3,000 psi at 28 days with 5 to 7 percent air entrainment.
- All concrete for flatwork shall have a minimum compressive strength of 3,000 psi at 28 days with 5 to 7 percent air entrainment and comply with ACI 318 for content of deicing, accelerants and retarders.
- Drain tile is required to include a silt sock or be covered with building paper.
- A sub-slab Radon is required to be provided. See Appendix F of the International Residential Code for provisions of compliance.

Carpentry:

- All Truss certificates and plans shall be on site during rough and final inspection.
- Firestopping and draftstopping will be enforced to the letter of Section R602.8 and R502.12.
- Drilling and notching of framing members shall be in compliance with the code. Any and all alternate field remedies shall be in accordance with the accepted engineering practices and be sealed by a licensed structural engineer.
- Wall bracing shall be in compliance with section R602.10.

Building Envelope:

- The minimum insulation R-value for a ceiling assembly is R-38 and for a wall assembly is R-19.
- Ice and water dam protection is required from the eave to a point measured horizontally to 24 inches within the heated exterior wall line. This usually requires more than 1 row of protection.
- Base flashing, weather membrane, weep holes and masonry ties shall be inspected at some stage during installation.
- A Tyvek or equivalent house wrap is required.
- Window flashing is required per the window manufacturers' installation instructions.

Mechanical:

Adopted Code: 2003 International Residential Code with Amendments

- All installations not using direct vent appliances will be required to provide an outdoor combustion air source. Methods sources and volumes shall be approved in advance of installation.
- Stud spaces shall not be used as supply air ducts.
- All joints in ducting shall be substantially airtight. Taping with an approved tape may be required. Other methods of performance may be acceptable to the Building Commissioner.
- Manufacturers' installation instructions shall be available to the inspector on rough and final inspection.
- The use of gas piping delivery systems with other than black pipe shall be approved in advance by the Building Commissioner.
- Gas clothes dryer exhaust shall terminate within 25 feet of developed length of pipe. Friction loss is calculated at 5 feet for each 90 degree bend in exhaust pipe.

Electrical:

Adopted Code: 2002 National Electrical Code

- Services shall be provided with 2 ground rods installed with a minimum separation of 6'.
- The hot and cold water shall be bonded to the gas pipe.
- All kitchen islands shall be provided with the receptacles per the code.
- The 2-6-12 rule shall be applied to convenience outlets in habitable spaces.
- Boxes for coach lamps installed in vinyl siding shall be flush with the siding material. Rings and extensions shall extend past the wall sheathing.
- Bedroom circuits shall be ARC-fault protected.
- In use weather proof covers shall be provided on all exterior outlets not protected by a minimum of a 6 foot overhang.
- Romex is an approved wiring method, however, non-metallic boxes are prohibited.
- All conductors shall be installed at the time of rough inspection.

Plumbing:

Adopted Code: Illinois Plumbing Code Current Edition

- The City of Genoa Water Supply is protected with a dual check at the meter and as such an expansion tank is required at the water heater.

Note: The above items are common questions, inspection violations and deficiencies in building plans. For a complete list of code requirements consult the appropriate referenced code. For questions concerning this form or other code interpretation and policies, please contact us at (815) 784-2327.



**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-** Post hole and final inspections
 - 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.**