



CITY OF GENOA APPLICATION AND PERMIT
Phone 815-784-2327 for inspection
8:30-5:00 Monday-Friday
Portion Completed by Applicant

Project Address _____, **Genoa, IL 60135**

Applicant/Owner Name _____

Daytime Phone Number _____

Contractor Name _____

Contractor Address _____

Contractor Phone Number _____

Cost of Project _____

Type of Project (Please circle project type or write in empty box if not listed)

Please look at Appendix A for the Fee Schedule

** Items in red require a Plat of Survey**

Air Conditioner	Driveway	Furnace	Shed
Deck	Door	Hot Water Heater	Siding
Demo	Electrical Service	Pool (Above or Below)	Windows
Detached Garage	Fence	ReRoof	

UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I declare that I have examined and/or made this application and it is correct to the best of my knowledge. 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.

I also understand that as a homeowner, I am responsible for complying with subdivision Codes, Covenants & Restrictions of the property address, if any exist. The City of Genoa is not liable for any action that a property owner takes in contradiction to applicable subdivision CC&R's.

Signature _____ **Date of Application** _____

For Office Use Only

Permit Number _____ **P.I.N.** _____

Date Issued _____ **Date Expires** _____

Amount Received _____ **Check/Cash/C.C.** _____

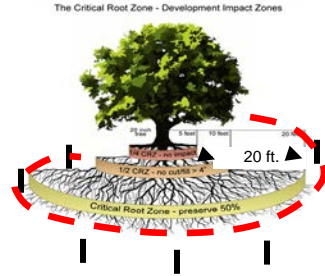
Approved By: _____

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.



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.



**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. **Drywall**
15. **Drive Approach & Public Walk-** After forms and base are in place, before placing material, **must be in before final inspection.**
16. **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.
17. **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. **Re-Roof-** Ice and water shield, final inspection
 - g. **Garage-** Footing, slab, UG electric, driveway and final inspections
 - h. **Water Heater-** Final inspection
 - i. **Shed-** Foundation and final inspections
 - j. **Sign-** Final inspections
 - k. **Siding** – House wrap, and final inspections
 - l. **Windows** – Final inspection
 - m. **Solar Panels** – Rough electrical, rough building, final inspections

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