



**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.** \_\_\_\_\_

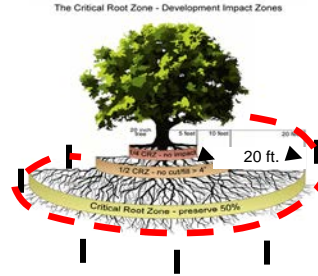
**Approved By:** \_\_\_\_\_

## 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 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 House Re-Roof

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

#### Information to be submitted when applying:

#### Re-Roof with removal of shingles or major roof sheathing replacement

- 1. Completed building permit application.
  - a. Include name and address of building owner.
  - b. Indicate who will be performing work (homeowner or contractor).
  - c. A roofing contractor shall provide the State of Illinois roofing Contractor Number.
    - Anyone who is receiving payment of any type is considered a contractor.
    - Name and address of contractor.
- 2. Permit application shall be signed.
- 3. All submitted information shall be available on site during the inspection.
- 4. The following items have to be installed when the existing roof shingles are removed.
  - a. Minimum 15 pound felt paper on roof.
  - b. Ice dam protection shall be installed from the edge of the roof to a point not less than 24 inches inside the exterior wall line of the building.
  - c. Valley protection
  - d. Drip edge at the roof edge and rake
  - e. Attic ventilation should be checked for the correct number of vents (1:150)
- 5. Call for ice and water shield and final inspection when all work is complete.

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

**Note:** The above information comes part of the permit application and compliance is required. Call JULIE at 1-800-892-0123 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 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.



**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. **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.**