



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 reverse side for the TPP permit form and tree 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: _____

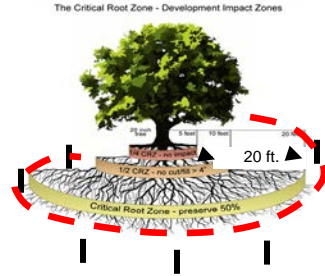
RECEIVED:	ISSUED:	COMPLETED:
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TREE PROTECTION PERMIT FORM

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 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.

**Residential Single Lot
SITE PLAN
Submittal Checklist**

Please note that if the site is located in a subdivision that has not yet been approved, all comments generated from the review of the site plan will be deemed preliminary until the subdivision is permitted. A permit will not be issued to occupy the residence until the subdivision is approved and all public improvements are extended to the site and operational.

If this is a re-submittal, please provide a point-by-point response to previous review comments, identifying how each comment has been addressed, location in the plan set of the changes made to address the comment and also identify any additional changes made from the previous submittal.

Initials

- _____ | Provide TWO Signed copies on 11" x 17", 18" x 24", or 24" x 36" sheets.

- _____ | Legend
North Arrow (pointing up or right or left)
Numerical scale with graphic scale and written scale

- _____ | Title Box with: Sheet name, Owner's contact information, Developer's contact information, Engineer's or Surveyor's contact information, Date of preparation, Revision block with revision number and date, Sheet number if applicable.

- _____ | Property boundary information (identify property lines with metes and bounds).
Street name(s)

- _____ | Name and address of development
Name of subdivision and lot number
Contact information of the appropriate jurisdictional authorities incl utilities.
Two benchmarks (with appropriate Village wide datum listed).
J.U.L.I.E. note.

- _____ | Existing topography depicted with 1' contours (including 25' past property limits), all rims and inverts and T/C (or edge of road and ditch lines) at both sideyards and at the center of the lot. Show existing conditions as gray scaled background layer.
Existing easements and setbacks.
Existing utilities within a minimum of 25' beyond the property limits with rim, invert, pipe diameter and material identified.
All Existing Surface Improvements including street lighting and inlets/manholes, if any.
Trees 4" diameter or greater, substantial shrubs.
100 year Floodplain or Floodway
Wetland boundaries
Items to be removed and/or abandoned
Existing structures with encroachments noted

- _____ | Top of foundation and finished floor elevations. Look-out or walk-out grades at the foundation if applicable.
Dimensions of foundation perimeter.
Dimensions from foundation to lot lines.
Location, size, and material of surface improvements such as walks, drives, patios, slabs, etc.

_____ All Driveways must be clearly marked and dimensioned.
Aggregate Surface Driveways are prohibited.
Driveways will have a maximum width of 18' at the ROW and include a 3' flare on both sides connecting to the road.
Minimum design requirement of 2.5" HMA over 10" Stone
Minimum design requirement of 6" Concrete over 4" Stone

_____ Sidewalk location and dimensions and grades ($\leq 1.75\%$ cross slope), running through the driveway.
Sidewalks shall be 4' wide and placed 1' from the ROW line.

Sawcutting done by a professional is an acceptable method of curb removal for the driveway apron.
Grinding is not acceptable.

Adequate separation between public utilities and structures or other site features shall be provided.

_____ Existing water box location and proposed route to the foundation. (Relocation of existing shut off box - if any - may be required due to City requirement that the shut off box NOT be located within the driveway or sidewalk.)
Existing sanitary service location and proposed route to the foundation. Installation or relocation of cleanout may be required, depending on length of service.

_____ Proposed lawn grades (at a minimum):
Front lot corners; center of drive at front lot line; both edges of sidewalk at side lines and in the center of the lot; lawn grades at the front setback line on both sideyards, at the middle of both sideyards, and opposite the rear corners of the foundation at the sideyards; both rear lot corners and the middle of the rear lot line; at least one spot grade in the geometric center of the rear yard. Additional lawn grades at each foundation corner (minimum of 6" exposure); at 10' offsets (each way) from each of the four outermost corners of the foundation (to insure 6" of fall in the first 10'). Additional lawn grades as necessary to detail any swales and or changes in grade/slope.
Slope (%) from garage door to back of sidewalk and from front of sidewalk to depressed curb (or edge of road).

_____ Silt fence, inlet protection, slope protection, and ditch checks as necessary.
Landscaping and/or tree planting schedule and location if applicable.

_____ Resolve inspection responsibilities. Minimum inspection by City to occur at time of water service installation (or connection to existing service at shut-off box) and sanitary sewer service installation (or connection to existing service stub).

_____ Prior to vertical framing on foundation: completion of the Foundation Elevation form and drawing, submittal and approval of same by City.

_____ Prior to occupancy: completion of the Lot Grading form and drawing, submittal and approval of same by City.

_____ Reviews will terminate upon discovery that items that are checked are in fact not included.
A separate review fee will be incurred for the original and each subsequent submittal.
Applicant is encouraged to make sure all required items are included and initialed.
Reviews are generally very timely if ALL information is provided.

I, _____, have complied with the requirements of this checklist and to the best of my knowledge have provided a complete plan.



Dear New Home Permit Applicant,

By signing the letter below, you understand:

- Each home will be required to have a spot survey showing setbacks and top of foundation or a letter signed and sealed by an engineer saying the setbacks are met and the Top of Foundation matches the engineered Top of Foundation. Framing will not commence until the Top of Foundation is accepted.
- The minimum setbacks required for the new home that is to be built, which varies between subdivisions, as well as individual lots within subdivisions, must be met.
- I have received and will follow the City of Genoa's Construction Specifications Manual which can also be viewed here: www.genoa-il.com/forms/
- Units 4 and 6 of the Riverbend Development are required to submit landscape plans which must include the species of parkway tree to be planted.

Please note that if the public improvements are not completed and approved, a temporary occupancy permit will be issued after the required bond is deposited with the City of Genoa. Both a Final and Temporary Occupancy Permits require 3 business days to be issued.

New Home Permit Applicant: _____ Date: _____

If these requirements are not met, a Final Occupancy permit will not be granted. If you have any questions regarding the topics above, please contact me.

Sincerely,

Alyssa Seguss
City Administrator
(815) 784- 7106



Top of Foundation Certificate
Post forming, Pre-pour

This Certificate is to be completed and returned with the Spot Survey.

This Certificate relates to Lot _____ of _____

Subdivision, also known as (street address) _____.

I, _____, Owner or principal of the firm listed below hereby certify that the foundation on the lot listed above is not below or does not exceed six (6) inches above the minimum foundation elevation shown on the approved drainage plan for this subdivision and the foundation setback zoning requirements are met. **A stop work order will be issued if a Top of Foundation Certificate is not received prior to framing.**

Approved Foundation Elevation: _____

As-Built Foundation Elevation: _____

Approved Setback Requirement:

Front: _____
Side: _____
Side: _____
Rear: _____

Colored Seal:

As-Built Setbacks:

Front: _____
Side: _____
Side: _____
Rear: _____

Firm Name: _____

Address: _____

Signature: _____

Date: _____

Accepted:

Director of Public Works

Date

Building Inspector

Date



Final Grading Certificate

Prior to issuance of temporary or final occupancy.

This Certificate is to be completed and returned with the Final Grading Suvey.

This Certificate relates to Lot _____ in Block _____ of _____

Subdivision, also known as (street address) _____.

I, _____, Owner or principal of the firm listed below hereby certify that an inspection of this property was conducted and the following items are in substantial conformance with the approved drainage plan for this subdivision. **Final occupancy will not be granted unless all public improvements are accepted.**

1. A survey showing the following information is included as part of this certification:

- a. Finished grade at all lot corners and all exterior corners of any structure.
- b. Elevations ten (10) feet opposite each structure’s outside corner shall be shown (to verify a five percent (5%) pitch away from said structure) in at least one direction.
- c. If the lot has defined drainage ditches or swales, elevations every fifty (50) feet along the ditch or swale must be provided.
- d. Utilities (including storm sewer, cleanout, service line, b-box)
- e. As-built site improvements (sidewalk, driveway, foundation, flatwork, accessory structures)

Firm Name: _____

Address: _____

Signature: _____

Date: _____

Accepted:

Director of Public Works

Date

Building Inspector

Date



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.



**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.**