



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: _____



Requirements for Construction of a Sign

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 sign, drawn to scale.
3. The proposed location shown on the plat showing distance to the lot lines and other structures. Indicate whether this is a new sign or a face change only.
4. Sign information:
a) Height: _____ b) Width: _____
c) Function: _____ d) Sign type: _____
e) Location: _____ f) Size of wall: _____
g) Illuminated: _____ h) Zoning District: _____
i) Text of sign: _____
j) Temporary Sign: _____ k) Permanent Sign: _____
l) Sketch of Sign: _____
m) Construction Details: _____
n) Electrical Details: _____
o) Requirements based on function and classification: _____
p) Overhang: _____
5. No sign shall be erected or maintained in a public right-of-way.
6. Ten feet (10') from driveways and lot lines.
7. No sign shall be erected in the sight triangle.
8. All submitted information shall be available on site during the inspection.
9. Other permit information: Failed inspections will require a reinspection fee to be paid prior to scheduling the reinspection.

Applicant's Signature: _____ Date: _____

Note: The 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 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.



**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.**