

**KANE COUNTY DEVELOPMENT DEPARTMENT  
BUILDING AND COMMUNITY SERVICES DIVISION**  
719 BATAVIA AVENUE BUILDING A  
GENEVA, ILLINOIS 60134  
(630) 232-3485

## KANE COUNTY BUILDING AND ZONING PERMIT APPLICATION

**Application Date:** \_\_\_\_\_

### REQUIRED SUBMITTALS - required at time of application

**For Residential Construction:**  
2012 International Residential Code, as amended

1. **2 complete sets of construction plans**
2. **3 copies of a plat of survey or site plan drawn to scale, with the proposed construction and all existing structures drawn to scale, no larger than 11 x 17 paper size**
3. 1 copy of access / culvert permit
4. Legal description for new single family construction
5. KDOT Impact Fee receipt

**For Non-residential and Multi-family:**  
2012 International Building Code, as amended

Schedule pre-application meeting with the Building Officer or Permit Coordinator

**For Agricultural Exempt Structures:**

Refer to handout for Agricultural Exempt Structures  
Notarized Agricultural Exempt Structure Form required

In the State of Illinois, Fire Protection Districts have the authority to adopt and enforce ordinances independent from Kane County's adopted building codes and ordinances. It is the owner's responsibility to notify the appropriate fire protection district and comply with any required submittals, inspections and occupancy requirements in addition to those required by Kane County.

### PROPERTY INFORMATION PLEASE PRINT

<b>Parcel/ PIN / Tax Id.</b>	<b>Property Address</b> (except new construction)	<b>Property Owner Information</b>
<p style="text-align: center;"><b>REQUIRED</b> (from title or tax bill)</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>City _____ Zip _____</p>	<p>Owner: _____</p> <p>Address: _____</p> <p>City / St: _____ Zip _____</p> <p>Phone #: _____</p> <p>Email: _____</p>

### BUILDING PERMIT APPLICATION

**Proposed Construction &/or Use:** \_\_\_\_\_

\_\_\_\_\_

Residential: Subdivision/Lot \_\_\_\_\_

Commercial: Project Name \_\_\_\_\_

Private Well?

Public Water Supplier \_\_\_\_\_

Private Septic?

Public Sewer \_\_\_\_\_

### COSTS, SQUARE FOOTAGE, UNITS

New Construction Cost _____	Stormwater Permit # _____	<p style="text-align: center;"><b>New Square Feet</b></p> <p>Above Ground _____ <small>(includes garage, decks, porches &amp; stoops)</small></p> <p>Basement _____</p> <p>Crawl Space _____</p> <p style="text-align: center;"><b>Total</b> _____</p>
Remodeling Cost _____	Well & Septic Permit # _____	
<b>Total Estimated Cost</b> _____	Well & Septic Permit #2 _____	
New Dwelling Units _____	Access Permit <input type="checkbox"/>	
	Issued by _____	

**(Continued on Other Side)**

**CONTACTS**

Primary Contact for Project: Owner  Lessee  General Contractor

Other \_\_\_\_\_

**GENERAL CONTRACTOR (Required)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Office \_\_\_\_\_ Mobile \_\_\_\_\_

Company  
Contact  
Address  
City & State  
E-mail  
Phone #s

**ARCHITECT (Required, if Commercial Project)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Office \_\_\_\_\_ Mobile \_\_\_\_\_

**ROOFING CONTRACTOR (Required)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Office \_\_\_\_\_ Mobile \_\_\_\_\_  
License \_\_\_\_\_

Company  
Contact  
Address  
City & State  
E-mail  
Phone #s  
License

**PLUMBING CONTRACTOR (Required)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Office \_\_\_\_\_ Mobile \_\_\_\_\_  
License \_\_\_\_\_

Other Contacts such as Lessee, Electrical Contractor, Designer, Structural Engineer, etc. Indicate which in type of contact.

Type of Contact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Office \_\_\_\_\_ Mobile \_\_\_\_\_

Company  
Contact  
Address  
City & State  
E-mail  
Phone #s

Type of Contact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Office \_\_\_\_\_ Mobile \_\_\_\_\_

In consideration of this application and attached forms being made a part thereof, and the issuance of permit, I/we will conform to the regulations set forth on the Kane County Zoning and Building Ordinances. I/We also agree that all work performed under said permit will be in accordance with the building plans and site plan which accompany this application, except for such changes as may be authorized by the Building Officer.

\_\_\_\_\_  
**Signature of Owner or Authorized Agent**

\_\_\_\_\_  
**Printed Name**