

**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:**

2021 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

**NOTE:** Electronic submissions do not have a size requirement nor are multiple copied required.

**For Non-residential and Multi-family:**

2021 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

**Parcel/ PIN / Tax Id.**

**Property Address**

(except new construction)

**Property Owner Information**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City / St: \_\_\_\_\_ Zip \_\_\_\_\_

Phone #: \_\_\_\_\_

**Email:** \_\_\_\_\_

<b>REQUIRED</b>
(from title or tax bill)
_____
_____

City \_\_\_\_\_ Zip \_\_\_\_\_

### BUILDING PERMIT APPLICATION

**Permit Type Requested &/or Use:** \_\_\_\_\_

Private Well?

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

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

Private Septic?

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

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

### COSTS, SQUARE FOOTAGE, UNITS

New Construction Cost \_\_\_\_\_

Stormwater Permit # \_\_\_\_\_

Remodeling Cost \_\_\_\_\_

Well & Septic Permit # \_\_\_\_\_

**Total Estimated Cost** \_\_\_\_\_

Well & Septic Permit #2 \_\_\_\_\_

New Dwelling Units \_\_\_\_\_

Access Permit   
Issued by \_\_\_\_\_

<b>New Square Feet</b>
Above Ground _____ <small>(includes garage, decks, porches &amp; stoops)</small>
Basement _____
Crawl Space _____
<b>Total</b> _____

**(Continued)**

**CONTACTS NOTE: A copy of current licenses must be submitted for Roofers, Plumbers and Electricians**

**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**