

# CULVERT REPAIR AND DITCH LINE REQUIREMENTS

**All contractors and subcontractors** doing business in the Village of Hawthorn Woods **must be registered with the Village**. The term “contractor” and “subcontractor” shall include, but not be limited to: any person or company who undertakes to construct, alter, improve, install, repair, remodel, rehabilitate, renovate or move any land, house, building or other structure (of any kind or nature, whether residential or not) or any fixture or any other item that is located on or in the ground and/or attached to something that is located on or in the ground. All registrations are \$150.00 per calendar year.

The Village of Hawthorn Woods requires that a permit be obtained prior to any culvert repair or ditch line improvements and are subject to the following requirements:

## REQUIREMENTS

- Compliance with Construction Standard P-1 and P-2 (Attached)
- Call J.U.L.I.E. 48 hours prior to digging, excluding Saturday, Sunday and holidays  
1-800-892-0123.

## CHECKLIST FOR OBTAINING A BUILDING PERMIT

The following information is required to obtain a building permit. Incomplete or inaccurate information will delay the processing of your permit.

- Obtain contractor/subcontractor registration through the Village
- Execute Draw Down Deposit Agreement
- Complete building permit application

## ENGINEERING REVIEW & PERMIT FEE INFORMATION

Engineering Review Fee:	\$150.00
Permit Fee:	\$150.00
Inspection/Re-inspection:	* Subject to Draw Down Deposit Agreement (Village Engineer)
Right-of-Way inspection:	\$53.00
Archiving fee:	\$40.00
Refundable Road Bond:	\$300.00

## INSPECTIONS

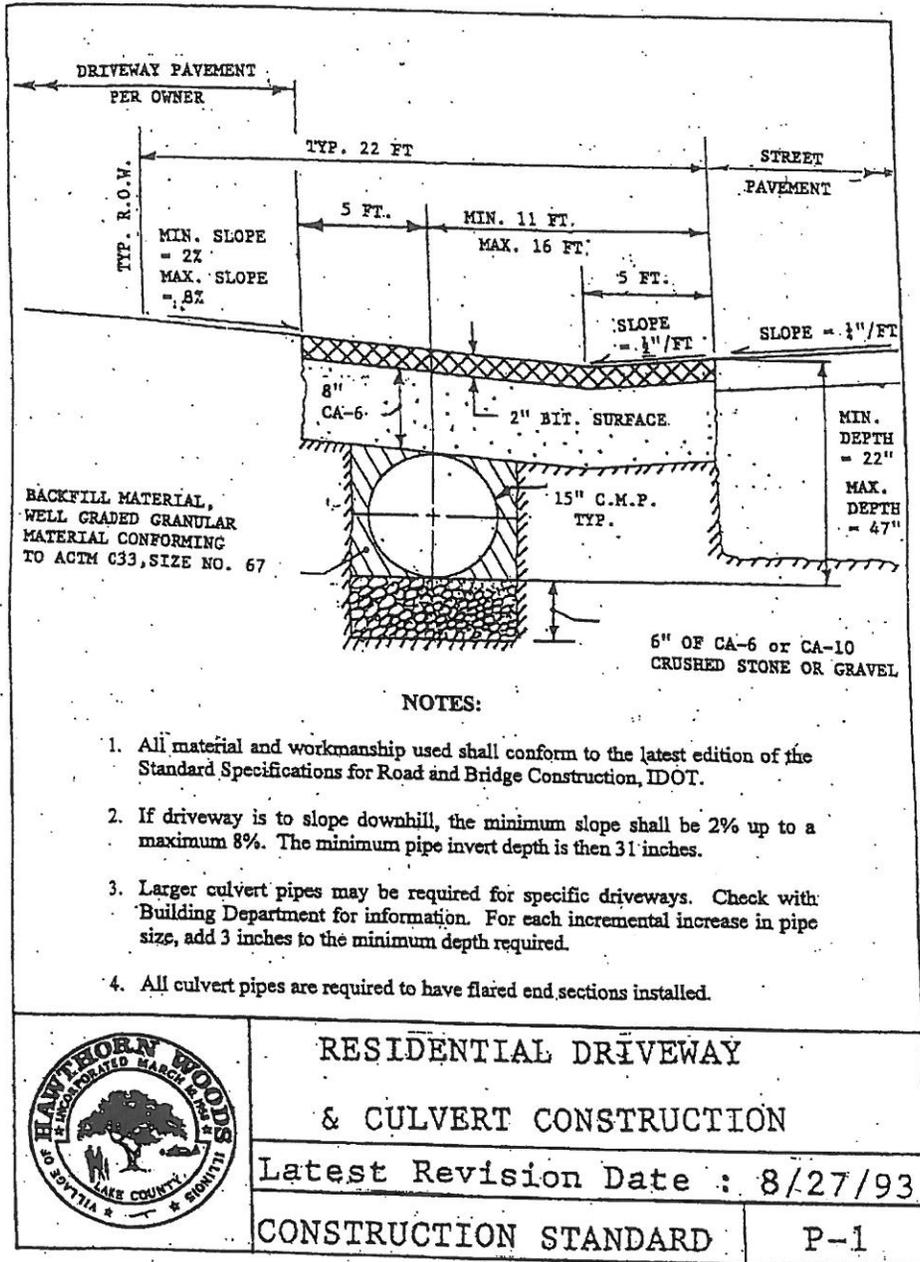
**Re-inspections:** There will be a re-inspection fee of the ***double*** amount if the inspector is unable to give approval and has to do another inspection within any given inspection time.

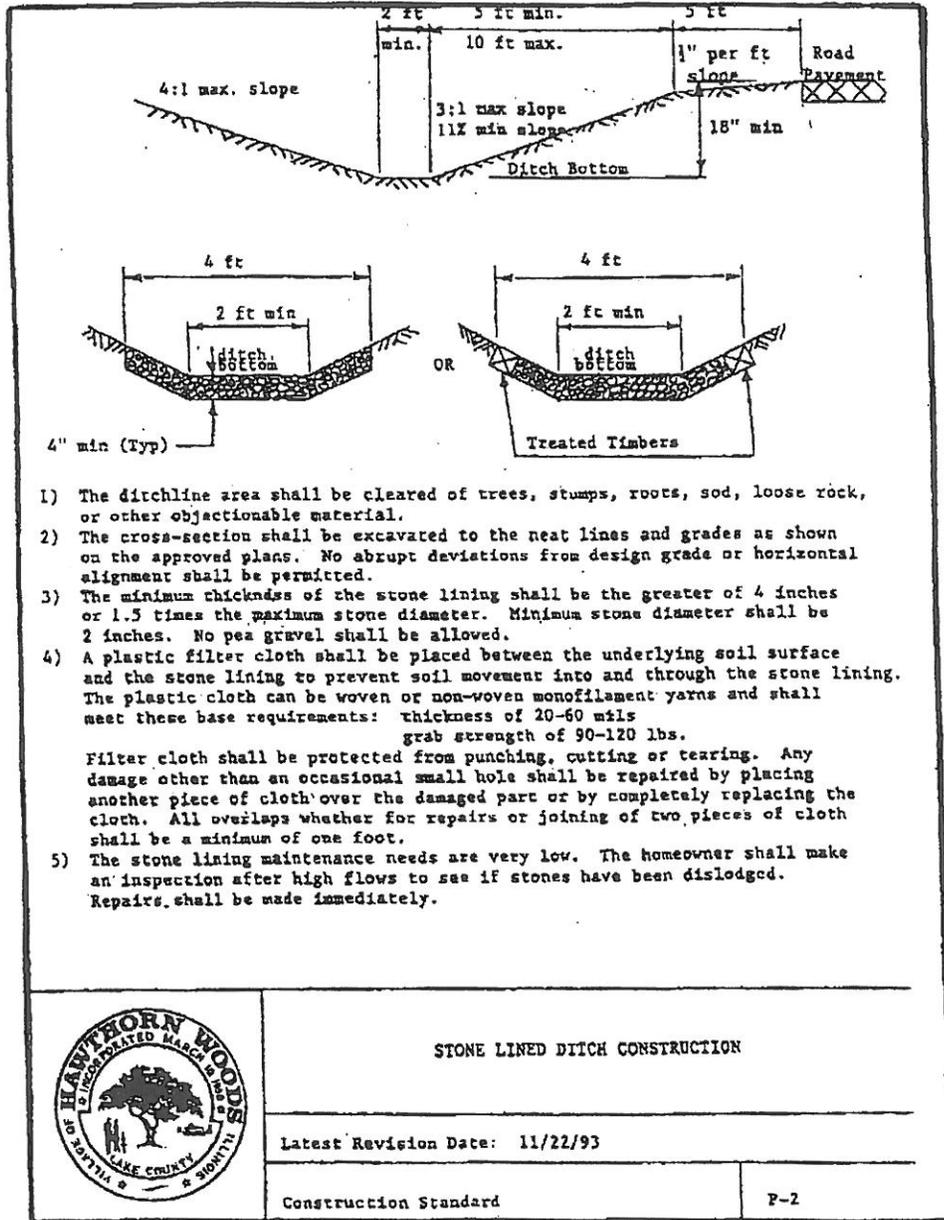
**TO SCHEDULE AN INSPECTION CALL 847-847-3541**  
**CALL 24 HOURS IN ADVANCE**

Please note, the information in this handout is intended to be general in nature and is not a substitute for applicable Village codes or ordinances. If you should have any questions relating to building codes, inspections or construction procedures, please call (847) 847-3537 or (847)847-3527 Monday – Friday, 8:00am to 4:30pm or check our village code on our website at [vhw.org](http://vhw.org).

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ATTACHMENT C





(Ord. 1022-03, 4-21-2003)