

HAWTHORN WOODS  
BUILDING DEPARTMENT PERMIT PROCEDURES

## GAZEBO 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 homeowner 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 year.

The Village of Hawthorn Woods requires that a permit be obtained prior to the installation of a gazebo. Gazebos are subject to the following requirements:

### REQUIREMENTS

- The gazebo needs to be 10’ off the septic field.
- The gazebo needs to be 10’ away from the well.
- Gazebo must be 25’ off the down slope of the septic system (seepage area) and 10’ off the up slope.
- Gazebos are to be located no less than 20’ from the side or rear property line; however, in the case of corner lots, gazebos shall not occupy any portion of the area formed by extending any corner side yard rearward to the rear lot line. Gazebos shall not be enclosed so as to permit year round usage, although wire and fiber mesh screen material is permitted. Gazebos shall be constructed to maintain a minimum 60% opacity, as viewed from any side of the gazebo (Ordinance 606.94, 7-11-1994) IV Code 9-3-2, E-23.
- Post hole depth minimum of 42”.
- Provide a minimum of 4” compacted granular fill below slab if gazebo is on a concrete slab which shall be installed in accordance with applicable A.C.I. Standards. When a gazebo is placed on a slab, thicken slab edge is required. Minimum 12”.
- 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 Village
- Complete building permit application
- (2) sets of plans indicating material specifications, elevation view, pier and post spacing, drawn to a ¼” scale. The plans must indicate the elevation above grade at all points of the gazebo. Additional information deemed necessary by the plan reviewer may be required
- (2) site plans showing where gazebo is in relation to the home
- Provide a minimum of four inches granular fill below slab if Gazebo is on a concrete slab and all concrete shall be installed in accordance with applicable A.I. Standards. When a gazebo is placed on a slab – min. 12” required
- Plat of survey showing location of gazebo in relation to the home
- Lake County Health Department well & septic approval required if applicable

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**PLAN REVIEW & PERMIT FEE INFORMATION**

Plan Review Fee:	\$70.00
Permit Fee	\$25.00 + \$0.30/Sq. Ft.
Inspection Fee:	Varies
Refundable Bond:	\$300.00

**INSPECTIONS**

The following inspections may be required during the construction of a gazebo:

Footing	\$53.00
Rough Framing - Under 250 Sq. Ft.	\$53.00
Rough Framing - Over 250 Sq. Ft.	\$106.00
Rough Electric *	\$106.00
Final Electric *	\$106.00
Final Building	\$159.00

*\* Certain electric inspection fees may be lower.*

**Inspections:** To schedule an inspection 24 hours in advance, please contact the Building Department @ 847.847.3586 or 847.847.3537 Monday through Friday 8:00 am - 4:30 pm. Please do not leave a message, as we cannot guarantee the inspection. Note: There will be a re-inspection fee of *double* the amount if the inspector is unable to give approval and has to perform another inspection.

The information in this handout is intended to be general in nature and is not a substitute for applicable Village codes or ordinances. Please visit our website at [www.vhw.org](http://www.vhw.org) with questions relating to building codes, inspections or construction procedures.