

HAWTHORN WOODS  
BUILDING DEPARTMENT PERMIT PROCEDURES

## DRIVEWAY 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 improvement of any driveway improvement. Driveways are subject to the following requirements:

### REQUIREMENTS

- Driveways must be constructed with the following: asphalt, gravel, concrete or pavers.
- If any material other than asphalt or gravel is used, the owner shall obtain a Letter of Indemnification from the Village to the issuance of permit. Additional fee for recording - \$50.00
- If such Letter of Indemnification is needed, it is only applicable to materials and not to non-conformance of any other standards or regulations.
- Driveways must be placed at least seven (7) feet from the side property line
- Seal coating or equivalent maintenance of a driveway will not require a permit.
- No mailbox return is permitted or allowed in the Village Right-Of-Way.
- Any culvert replacement grading or drainage changes shall be discussed with and reviewed by the Village Engineer to determine if a permit is required.
- Failure to obtain required permit shall result in penalties upon the property owner as per the requirements of the Village Code.
- Call J.U.L.I.E. 48 hours prior to digging, excluding Saturday, Sunday and holidays 1-800-892-0123.

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**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 may be required if alterations are being made
- Plat of survey with the proposed driveway location shown and street right-of-way.
- Additional information that is required includes culverts diameter, length, location and invert grades, existing and proposed topography of all grading, drainage paving improvements and constructions materials information.
- Driveway entrances shall follow Construction Standard P-1 and Village Code Section 8-1-2. (See attached diagram)

**PERMIT FEE**

Permit	\$205.00
Refundable Bond	\$300.00
Total	\$505.00

\*Fees do not include any re-inspections or re-reviews

**INSPECTIONS**

The following inspections are required during the construction of any driveway improvement:

- Base
- Final Site

**Inspections:** To schedule an inspection 24 hours in advance, please contact the Building Department @ 847.847.3586 or 847.847.3537 Monday through Friday 8am - 4:30pm. 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.