

HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

WINDOW 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 any replacement of windows. All window replacement is subject to the following guidelines:

REQUIREMENTS

- Listing of type and size of window(s).
- Any structural modifications to increase window size/location shall have plans submitted for structural review.
- Glazing shall be tempered safety glass where required by law.
- Maximum U-value shall be .32 or less

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
- Complete building permit application
- Specs indicating type and size of window(s), to include U-factor
- Details to show change to framing/size and/or location, for structural review

<u>PERMIT FEE No Framing</u>	
Permit	\$125.00
Total	\$125.00

<u>PERMIT FEE w/Framing</u>	
Permit	\$225.00
Refundable Bond	\$300.00
Total	\$525.00

INSPECTIONS

- Final Building

INSPECTIONS

- Rough Framing
- Final Building

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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 if the inspector is unable to give approval and has to perform another inspection. Re-inspection fees will be deducted from the refundable bond.

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 with questions relating to building codes, inspections or construction procedures.