

HAWTHORN WOODS  
BUILDING DEPARTMENT PERMIT PROCEDURES

## GENERATOR 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) any fixture or 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 per year.

The following are requirements associated with the installation of all natural gas generators:

### REQUIREMENTS

- Generators shall be Underwriters Laboratory listed and approved.
- Generators shall be placed on stable concrete or fiberglass pad rated for generator’s weight.
- Submit site plan showing placement of generator in relation to home and adjacent property line.
- Installation shall be in compliance with the National 2014 Electrical Code and local utility company guidelines for natural gas piping.

### 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
- Plat of survey identifying location of the generator in relation to property line
- Plan detailing wiring and gas connection to home.

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**PERMIT FEE**

Permit	\$225.00
Refundable Bond	\$300.00
Total	\$525.00

**INSPECTIONS**

- Electrical Inspection
- Gas Piping Inspection
- 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 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](http://www.vhw.org) with questions relating to building codes, inspections or construction procedures.