

HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

ROOFING 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 any roof. Roofs are subject to the following requirements:

REQUIREMENTS

- Standing seam metal roofing in earth tone colors
- Wood shake shingles overlaid with 30# felt
- Architectural grade asphalt & fiberglass shingles (min 30 year) over 15# felt
- Plywood roof sheathing shall be ½” minimum thickness
- Roof line load shall be 30 pounds per square foot. Wind load shall be 20 pounds per square foot
- In areas where the average daily temperature in January is 25°F (-4°C) or less where there is a possibility of ice forming along the eaves causing a backup of water, an ice barrier that consists of at least two layers of underlayment cemented together or a sheet of self-adhering polymer modified bitumen sheet, shall be used in lieu of normal underlayment and extend from the eave’s edge to a point at least 24 inches (24”) inside the exterior wall line of the building. The underlayment shall be used in all roof valleys and roof intersections.”
- Failure to obtain required permit shall result in penalties upon the lot owner as per the requirements of the Village Code
- Maximum of two layers of asphalt or fiberglass shingles is permitted. A complete tear-off of all existing roof coverings is required if two layers presently exist
- New flashing will be required at time of re-roofing

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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 the Village
- Submit building permit application
- Submit copy of roofer's state license and copy of driver's license or photo ID

PERMIT FEE

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

INSPECTIONS

- Final Site

Inspections: To schedule an inspection contact the Building Department 24 hours in advance @ 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 reinspection 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.