



ADDITION 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. The Village of Hawthorn Woods requires a permit be obtained, which is subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

VILLAGE CODES:

- 2018 International Residential Code
- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2020 National Electric Code
- Lake County Health Department approval of well & septic requirements for private systems
- Illinois State Plumbing code current edition
- 2021 International Energy Conservation Code
- 2018 International Property Maintenance Code
- 2018 International Building Code
- 2018 International Fire Code
- Hawthorn Woods Zoning Ordinance.
- Village of Hawthorn Woods Code Section 8-1-1
- Please see Village Code for any local amendments

Hawthorn Woods is in Zone 5 (taken from table 301.1 of the 2018 National Energy Conservation Code). Zone 5 has HDD (Heating Degree Days) of 6,500 – 6,999 which indicates the required R-values for our zone.

An alternative method is to demonstrate compliance by providing a REScheck calculation as provided by a free download proof of compliance program issued by the Department of Energy. Go to www.energycodes.gov/rescheck and click on Download REScheck software. Simply insert the actual R-values for various components of the building envelope and requested in the REScheck worksheet. A notice of COMPLIANCE or NON-COMPLIANCE will be issued upon completion of the worksheet. The design professional will sign the worksheet and submit the copy with the permit application.

CALL JULIE AT LEAST TWO DAYS BEFORE YOU DIG

Illinois law requires all persons digging, regardless of the depth of the project, to call JULIE at 1-800-892-0123 at least 48 hours (two working days) prior to the start of excavation and to begin that excavation project within 14 calendar days from calling JULIE. (The 48 hour notice does not include Saturdays, Sundays or holidays.) Failure to contact JULIE prior to excavation in accordance with the law can carry penalties from \$200 up to \$5,000 for each separate offense. The Illinois Commerce Commission is the enforcement body for the law, not JULIE.

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
- Completed building permit application, and proposal/scope of work
- (2) sets of plans indicating both existing and proposed conditions.
- Plans should be prepared by a licensed Illinois Architect for any structural work that is required. Interior alterations may not require stamped drawings if permission is received from Village
- Exterior additions altering original footprint and occurring on homes serviced by a private septic system will require approval by the Lake County health department prior to submission
- (2) copies of site development/grading plan prepared by a registered professional engineer.
See Section 8-6-3 of the Village Code. Permit submissions will be accepted either electronically or on paper.
- Lake County Health Department well & septic approvals required if applicable
- Homeowners Association approval (if applicable)
- Plat of survey

INSPECTIONS

Prior to any lumber being delivered, a spotted survey showing top of foundation elevations and building set back locations are required. This survey must be returned prior to framing.

The following inspections *may* be required during the construction of a home addition/renovation:

Site	Underground
Gas Piping	Plumbing
Footing	Aboveground
Foundation	Plumbing
Flatwork &	Final
Patio	Plumbing
Backfilling	Rough
Rough	Electric Final
Framing	Electric Final
Insulation	Building
Grading	Fireplace

To schedule an inspection 24 hours in advance, please contact the Building Department by 3:30pm Monday - Friday at either: 847.847.3586 or 847.847.3537. Our walk in business hours are Monday- Friday, 8am - 4pm. Note: There will be a re-inspection fee if the inspector is unable to provide approval and must 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 and review our **current building regulations located in section 8-1-1**, prior to construction.