



BASEMENT 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 that a permit be obtained prior to the finishing of any basement, which is subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

REQUIREMENTS

- Detailed floor plans, include locations of all existing basement windows
- Electrical plan showing existing service location as well as all new electrical devices
- Plumbing locations, both new and existing including water heaters and all pumps
- Furnace locations
- Wall details indicating minimum 2x4 framing. Insulation details must comply with the 2018 International Energy Conservation code in exterior walls, covered by the minimum drywall, per code.
- Smoke detectors and CO2 detectors shall be provided
- All existing windows to remain. No bedrooms to be installed without proper emergency egress windows located in bedroom, and permission granted by Lake County Health Department in areas of the Village on septic systems
- Proper clearance around electrical panels must be maintained
- Minimum ceiling height in basement is 7’-6” except below beams or soffits
- The underside of basement stairs must be dry-walled along with surrounding walls if storage or use of any kind is anticipated below basement stairs
- When finishing basements, provide proper access to dampers, valves and electrical boxes occurring at ceiling line thru the installation of a suspended acoustical tile ceiling system or flush access panels in drywall ceilings. Townhouses receiving finished basements shall modify existing residential sprinkler system to meet all code requirements and submit plans to fire department for approval as well.
- The appropriate fire department must be called for fire suppressant system/alarm application (for townhomes only, to be submitted at time pf plan review)
- Failure to obtain required permit shall result in penalties upon the lot 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.

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/subcontractors registration through Village
- Completed building permit application, and proposal/scope of work
- (2) sets of complete plans indicating existing conditions and proposed new work
- Plans should be prepared by a licensed Illinois Architect if any structural work is required. Alterations may not require stamped drawings if permission is received from Village.
- Call appropriate fire department for the suppressant system/alarm application.

INSPECTIONS

The following inspections *may* be required during the construction of any basement improvement:

- Rough Framing
- Rough Electrical
- Gas Piping
- Insulation
- Underground Plumbing
- Aboveground Plumbing
- Final Plumbing
- Final Electrical
- Final Building

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.