

HAWTHORN WOODS  
BUILDING DEPARTMENT PERMIT PROCEDURES

## BERM 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 installation of any berm and is subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

### **REQUIREMENTS** 9-3-2 E (22)

- Only berms of irregular patterns and shapes
- 3:1 maximum slope, or as approved by engineer
- Not to exceed fifty (50) feet in length
- Not to exceed two and one-half (2.5) feet in height above existing grade
- Not to create a barrier or restriction
- Not to redirect the natural flow of surface water runoff
- Located not less than ten (10) feet from any street right-of-way
- Compliance with Title 8, Chapter 6, of the Village Code - grading and draining of lots
- Failure to obtain required permit shall result in penalties upon the property owner as per the requirements of the Village Code.
- May not be located in the easement
- 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/subcontractor registration through Village
- Submit a plat of survey showing elevation views and any landscaping.
- Grading review fee of \$150.00.
- Completed building permit application.
- Homeowners Association approval (if applicable)
- (2) sets of grading plans drawn by a licensed Illinois engineer, on sheets no less than 8-1/2” x 11” and no larger than 24” x 36” at a scale of 1”=20’ except where property exceeds 2 acres. Grading plan shall contain the following information:

Plat to show: topographic features, contours and areas abutting the adjacent property. Spot elevations of all critical locations, proposed contours and final grades. Areas to be sodded, seeded, mulched or paved, including proposed driveway locations and gradients.

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**ENGINEERING REVIEW & PERMIT FEE INFORMATION**

Engineering Review:	\$150.00 (per submission)
Permit Fee - Residential:	\$50.00
Permit Fee – Non-residential under 25 acres:	\$300.00
Permit Fee – Non-residential over 25 acres:	\$500.00
Inspections Fees:	Varies
Refundable Bond:	\$300.00

**INSPECTIONS**

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

Site

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 8:00 am - 4:30 pm. 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) and review our **current building regulations located in section 8-1-1**, prior to construction.