

## BUILDING DEPARTMENT PERMIT PROCEDURES



# DECK 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 the deck, which is subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

### **REQUIREMENTS**

- The deck needs to be 10' off the septic field.
- The deck needs to be 10' away from the well.
- The deck needs to be 25' off the down slope of the septic system (seepage area) and 10' off the up slope.
- Details of deck construction; size, reinforcement, materials
- A railing is required when the deck is 24" above grade. A minimum of 36" is required for the height of the railing.
- Post hole depth minimum is 42".
- 4" max. open space on center spacing between rails or balusters on railing.
- When flush construction, joist hangers are needed.
- Gravel and 6 ml black plastic under the deck.
- Wolmanized lumber, cedar, TREX or other approved composite material are the approved materials for deck construction.
- All wood posts supporting deck must be installed on a concrete pier using an approved post anchor. No embedment of wood framing into concrete piers or soils is permitted.
- Deck design load is 40# per/sf. live load.
- 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
- Completed building permit application, and proposal/scope of work
- (2) Sets of plans showing material specifications, size, elevation view, pier and post spacing, drawn to ¼" scale. The plans must indicate the elevation above grade at all points of the deck. Additional information deemed necessary by the plan reviewer may be required.
- (2) copies of plat of survey no larger than 11 "x 17", showing deck placement in relation to the home
- Complete deck cross-section (attached)
- Lake County Health Department well & septic approval required if applicable.
- Homeowners Association approval (if applicable)

## **INSPECTIONS**

- **Footing**
- **Framing**
- **Final Building**

\*Additional inspections may be required if electrical work is involved.

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. Prior to construction, please visit our website at [www.vhw.org](http://www.vhw.org) to review our **current building regulations located in section 8-1-1**, prior to construction.