

BUILDING DEPARTMENT PERMIT PROCEDURES



GAZEBO 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 a gazebo, which is subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

REQUIREMENTS

- Gazebo shall be located 10’ off the septic field, and 10’ away from the well
- Gazebo must be 25’ from the down slope of the septic system (seepage area) and 10’ from the up slope.
- Gazebo must be located no less than 20’ from the side or rear property line. In the case of corner lots, it shall not extend any corner side yard to the rear lot line. Gazebo shall not be enclosed so as to permit year-round usage; although wire and fiber mesh screen material constructed to maintain a minimum 60% opacity is permitted (Ordinance 606.94, 7-11-1994) IV Code 9-3-2, E-23.
- Post hole depth minimum of 42”
- Provide a minimum of 4” compacted granular fill below slab if installed on a concrete slab, which shall be installed in accordance with applicable A.C.I. standards. When a gazebo is placed on a slab, thickened slab edge is required - minimum 12”
- Call J.U.L.I.E. @ 800-892-0123, 48 hours prior to digging - excluding Saturday, Sunday and holidays

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
- Complete building permit application, and proposal/scope of work
- Plan indicating location of gazebo in relation to the home to also include elevation view (above grade at all points), pier and post spacing, and material specifications,
- Provide a minimum of four inches granular fill below slab if Gazebo is on a concrete slab, and all concrete shall be installed in accordance with applicable A.I. standards. When gazebo is placed on a slab – min. 12” required
- Plat of survey showing location of gazebo in relation to the home
- Lake County Health Department well & septic approval required, if applicable

INSPECTIONS

- Footing
- Rough Framing
- Rough Electric (if applicable)
- Final Building
- Final Electric (if applicable)

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.