

BUILDING DEPARTMENT PERMIT PROCEDURES



HOT TUB 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 hot tub, which is subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

- Must be installed on a suitable sub-structure such as concrete or brick patio capable of supporting the extreme weight.
- Each hot tub is different and the homeowner and/or contractor should verify the anticipated total weight of the hot tub, water and occupants in determining the load.
- Installation of a hot tub on a wood deck will not be permitted without drawings issued by the hot tub manufacturer showing total weight and dimensions, along with a letter from a licensed Illinois Architect or structural engineer, verifying the safe load capacity of the deck.
- Hot tub installation will include an electrical inspection to confirm proper electrical connections in compliance with the 2020 National Electric Code.
- If a permanent water source is required to feed the hot tub, a plumbing inspection will be required.
- Hot tubs may not be placed in front or side yards and must maintain rear setback minimum requirements in accordance with the zoning 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/subcontractor registration through the Village
- Completed building permit application, and proposal/scope of work
- (2) sets of drawings showing material specifications (unless submitting electronically)
- Plat of survey showing where hot tub will be in relation to the home
- Lake County Health Department approval, if on well & septic

INSPECTIONS

- Base
- Electric
- Plumbing
- Final Site

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 to review our **current building regulations located in section 8-1-1**