

HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

PATIO 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. All registrations are \$150.00 per year.

The Village of Hawthorn Woods requires that a permit be obtained prior to the installation of a patio. Patios are subject to the following requirements:

REQUIREMENTS

- The patio must be 10’ (feet) from the septic field. Submit septic system layout showing location of existing field
- If patio is adjacent to residence, a positive drainage away from the building must be maintained
- Provide a minimum of 4” compacted granular fill below slab
- All concrete shall be installed in accordance with applicable A.C.I. Standards

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
- Detailed plan indicating material specifications and dimensions
- Plats of survey showing patio location in relation to home
- Lake County Health Department well and septic approval required if applicable
- Homeowners Association approval

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PERMIT FEE

Permit	\$225.00
Refundable Bond	\$300.00
Total	\$525.00

INSPECTIONS

- Base
- Rough Electric (if applicable)
- Final Electric (if applicable)
- Final Site

FOR INFORMATIONAL PURPOSES ONLY

Outdoor fireplaces and fire pits: Fireplaces shall be a manufactured container or structure that holds fire at the base of the chimney or hearth, is constructed of stone, brick, steel or other noncombustible materials and is provided with a screen. Fire pits shall be dug into the ground in order to contain burn materials. The above grade portion shall be constructed of stone, masonry, metal, or noncombustible materials. The bottom of the pit shall be below grade and comprise of gravel, stone, dirt or sand. The total open area of the pit shall be no larger than forty eight inches (48”) in diameter or 12.5sq.ft. The pit shall be surrounded by a noncombustible barrier that is at least six inches (6”) above the coals and a ring of sand, dirt or other noncombustible material approx. forty eight (48”) wide shall be provided around the pit to provide separation. No plant material shall be allowed within that forty eight (48”) ring. Every fire shall be located not less than 20 feet (20’) from any structure.

Inspections: To schedule an inspection 24 hours in advance, please contact the Building Department @ 847.847.3586 or 847.847.3537 Monday through Friday 8am - 4:30pm. 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 with questions relating to building codes, inspections or construction procedures.