

HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

GRADING 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 person 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 any grading and are subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

REQUIREMENTS

- Compliance with Title 8, Chapter 6 of the Village Code
- No foundation elevation shall be placed higher than 4’ above existing established grade
- Wherever possible, utility services shall be located in order to prevent damage to or destruction of trees on the site
- The existing grade shall not be altered, either by cutting or filling, by more than 4’
- Certification from a registered professional Engineer that flood proofing methods are adequate to withstand flood depths, pressure, velocities, impact and uplift forces, and other factors associated with the base flood (Ord. 894-00, 3-13-2000)
- 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

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| <ul style="list-style-type: none"><input type="checkbox"/> Obtain contractor/subcontractor registration through Village<input type="checkbox"/> Completed building permit application<input type="checkbox"/> (3) sets of site development 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<input type="checkbox"/> Topographic features / contours for the property and areas abutting to the adjacent property<input type="checkbox"/> Soil map showing predominant soil types on the site<input type="checkbox"/> Spot elevations of all critical locations<input type="checkbox"/> Structure locations; foundation elevations of all buildings; limits of flood plain(s) floodways, wetlands, drainage easements/drainage facilities; trees six inches (6”) in diameter of greater<input type="checkbox"/> Proposed contours and final grades<input type="checkbox"/> Areas to be sodded/seeded/mulched/paved, including proposed driveway location and gradient<input type="checkbox"/> If the grading exceeds 5,000 Sq. Ft. or impacts floodplain/wetlands, a watershed development permit is required.<input type="checkbox"/> Lake County Health Department well & septic approval required |
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ENGINEERING REVIEW & PERMIT FEE INFORMATION

Engineering Review Fee:	\$150.00 (each submittal)
Permit Fee - Residential:	\$50.00
Permit Fee – Non-residential under 25 acres:	\$300.00
Permit Fee – Non-residential over 25 acres:	\$500.00
Inspections: Subject to draw down deposit Agreement	Varies
Refundable Bond	\$3,000.00

*Cash escrow or irrevocable letter of credit to cover all the costs of improvements and landscaping. Security shall not be reduced to less than the ten percent (10%) of its original amount, or \$3,000.00, whichever is greater, until after the completion of entire work to the satisfaction of the Village Engineer and until the receipt of a certificate from a registered professional engineer attesting to the compliance of the entire work to the requirements of the site development plan (8-6-4)

INSPECTIONS

Additional engineering reviews or inspections may be required and additionally billed.

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 and review our **current building regulations located in section 8-1-1**, prior to construction.