

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. All registrations are \$150.00 per year.

The Village of Hawthorn Woods requires that a permit be obtained prior to any grading and are subject to the following requirements:

REQUIREMENTS

- Compliance with Title 8, Chapter 6 of the Village Code (January 2001)
- 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

- Obtain contractor/subcontractor registration through Village
- Complete building permit application
- (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
- Topographic features / contours for the property and areas abutting to the adjacent property
- Soil map showing predominant soil types on the site
- Spot elevations of all critical locations
- 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
- Proposed contours and final grades
- Areas to be sodded/seeded/mulched/paved, including proposed driveway location and gradient
- If the grading exceeds 5,000 Sq. Ft. or impacts floodplain/wetlands, a watershed development permit is required.
- Lake County Health Department well & septic approval required
- Execute draw down deposit agreement

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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 of *double* the amount if the inspector is unable to give approval and has to perform another inspection.

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.