



PILLAR/LIGHT POST 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 any pillar/light post determined by its construction to be a structure with a permanent location, must obtain a building permit, subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

REQUIREMENTS

- Setback of a minimum of 22 feet from the edge of roadway or 1 foot inside property line must be maintained.
- All pillar/posts shall be located completely outside of the village right-of-way.
- 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
- Completed building permit application, and proposal/scope of work
- Plat of survey for the lot identifying the location of the pillar/post
- Detailed electrical plan identifying type of material, electrical source connection to house
- Elevation drawing of post/pillar with details on building materials and light fixtures

INSPECTIONS

- Footing
- Rough Electrical or Gas Line
- Final Electrical
- 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. Please visit our website at www.vhw.org and review our **current building regulations located in section 8-1-1**, prior to construction.