

HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

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. All registrations are \$150.00 per year.

The Village of Hawthorn Woods requires that any pillar/light post determined by its construction to be a structure having a permanent location shall, prior to commencement of construction, obtain a building permit.

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. 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 Village
- Completed building permit application
- 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

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PERMIT FEE

Permit	\$400.00
Refundable Bond	\$300.00
Total	\$700.00

INSPECTIONS

- Footing
- Rough Electrical or Gas Line
- Final Electrical
- Final Site

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 with questions relating to building codes, inspections or construction procedures.