

## BUILDING DEPARTMENT PERMIT PROCEDURES



# SCREEN PORCH 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 a permit be obtained prior to any screen porch construction, which is subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

### **REQUIREMENTS**

- Plans must be prepared by a licensed Illinois Architect if cost of construction exceeds \$10,000.00.
- Screen porches connected to existing house require a continuous concrete foundation
- Construction shall be of like materials to blend with existing home construction
- Failure to obtain required permit shall result in penalties to the owner as per village code
- 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 the Village
- Completed building permit application, and proposal/scope of work
- (2) sets of plans must be submitted indicating the elevation above grade at all points of the screen porch. We do accept electronic submissions as well
- Plans must include a current site plan with proposed screen porch location shown
- Prefabricated truss design calculations and layout signed and sealed by an Engineer
- Lake County Health Department well & septic approval required.

## INSPECTIONS

- Site
- Footing
- Foundation
- Rough Framing
- Rough Electric
- Final Electric
- Final Building

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](http://www.vhw.org) and review our **current building regulations located in section 8-1-1**, prior to construction.