

HAWTHORN WOODS
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. All registrations are \$150.00 per year.

The Village of Hawthorn Woods requires that a permit be obtained prior to any screen porch addition construction.

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. 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 the Village
- Complete building permit application
- (2) sets of plans must be submitted indicating the elevation above grade at all points of the screen porch. Additional information may be required by the plan reviewer.
- 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.

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PERMIT FEE

Permit	\$800.00
Refundable Bond	\$300.00
Total	\$1100.00

INSPECTIONS

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

Inspections: To schedule an inspection 24 hours in advance, please contact the Building Department @ 847.847.3586 or 847.847.3537 Monday through Friday 8am - 4:30pm. 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.