

HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

UNDERGROUND SPRINKLER 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 the installation of a sprinkling system/irrigation line. Sprinkling systems/irrigation lines are subject to the following requirements:

REQUIREMENTS

- Irrigation lines cannot be placed in road right-of-ways, road culverts or utility easements. With the exception of private roads, road right-of-ways are 33 feet from the center of the road and 22 feet from the edge of the pavement
- Submit a state Plumbers license
- Septic field cannot be sprinkled
- Must use poly pipes, no more than 12” deep
- Set heads on property line (back easement area) and spray inward
- 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
- Submit building permit application
- RPZ Cut Sheet
- Plat of survey with location of sprinkler head marked. Any sprinkler heads placed in the right-of-way require a signed letter of indemnification.

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PERMIT FEE

Permit	\$225.00
Refundable Bond	\$300.00
Total	\$525.00

INSPECTIONS

- Final Plumbing
- 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.