



SUN PORCH REQUIREMENTS

Effective June 30, 2005, **all contractors and subcontractors** doing business in the Village of Hawthorn Woods **must be licensed by 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 licenses are \$250.00 and are valid from May 1st to April 30th of each year. Licenses are half price after November 1st of each year.

The Village of Hawthorn Woods requires that a permit be obtained prior to any sun porch addition. Sun porches are subject to the following requirements:

REQUIREMENTS

- Obtain contractor/subcontractor license through the Village
- Two copies of plans signed and sealed by an architect registered in the State of Illinois, noting that the plans conform to the building codes of Hawthorn Woods, Illinois
- Prefabricated truss design calculations and layout signed and sealed by an engineer
- Sun porches connected to existing house require a continuous concrete foundation
- Sun porch construction shall be of like materials to blend with existing home construction
- Site plan showing where the sun porch will be, in relation to the existing home (2 copies)
- Permit Review fee due with Addition Plans
- Permit application form must be completed in full, including names, addresses and phone numbers of contractors
- Permit fees and required bond due when permit has been approved
- Permit is good for nine months from date of issuance
- Lake County Health papers signed and approved
- Failure to obtain required permit shall result in penalties upon the lot owner as per the requirements of the Village Code
- Call J.U.L.I.E. 48 hours prior to digging, excluding Saturday, Sunday and holidays
1-800-892-0123

HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

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.

- Complete building permit application
- Two plans must be submitted with a permit application at the Building Department. The plans must indicate the elevation above grade at all points of the sun porch. Additional information deemed necessary by the plan reviewer may be required.
- Plans need to include a copy of a current site plan with the proposed sun porch location shown
- Prefabricated truss design calculations and layout signed and sealed by an engineer
- Lake County Health Department approval
- Permit application

HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

**PLAN REVIEW &
PERMIT FEE INFORMATION**

\$.15/square feet permit fee
\$40.00 Plan Review fee
\$10.00 Use and Occupancy
\$320.00 inspection fees
\$4,000.00 refundable bond

There will be a reinspection fee of the same amount if the inspector is unable to give approval and has to do another inspection within any given inspection time

INSPECTIONS

The following inspections are required during the construction of any driveway improvement:

- Site
- Footing
- Rough Inspection
- Rough Electric Inspection
- Final Electric Inspection
- Final Overall Inspection
- Refundable Bond Inspection
- Final Site

There will be a reinspection fee of the same amount if the inspector is unable to give approval and has to do another inspection within any given inspection time.

To schedule an inspection, call (847) 438-5500

General Inspections: Bill Holmes, extension 2213 (Even numbered permits)

General Inspections: Egle Pagh, extension 2215 (Odd numbered permits)

Please note, the information in this handout is intended to be general in nature and is not a substitute for applicable Village codes or ordinances. If you should have any questions relating to sun porch additions, please call (847)438-5500 extension 2201 Monday through Friday, 8:30 a.m. to 3:00 p.m.