

CULVERT REPAIR AND DITCH LINE 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 culvert repair or ditch line improvements and are subject to the following requirements:

REQUIREMENTS

- Post permit at site
- Compliance with Construction Standard P-1 (Attached)
- 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 license through the Village
- Complete building permit application

PLAN REVIEW & PERMIT FEE INFORMATION

Plan Review Fee:	\$125.00
Permit Fee:	\$50.00
Inspection/Reinspection:	\$125.00
Refundable Road Bond:	\$250.00

INSPECTIONS

Structural & Electrical Reinspection: There will be a reinspection fee of the ***double*** amount if the inspector is unable to give approval and has to do another inspection within any given inspection time.

Plumbing Reinspection: There will be a reinspection fee of ***\$100.00*** if the inspector is unable to give approval and has to do another inspection within any given inspection time.

TO SCHEDULE AN INSPECTION CALL YOUR INSPECTOR DIRECTLY

EVEN NUMBERED PERMITS

Building Inspector: Bill Holmes (847) 847-3541
Plumbing Inspector: Carl Ullrich (847) 847-3544
Electrical Inspector: Gerry Karrow (847) 847-3546

ODD NUMBERED PERMITS

Building Inspector: Eigil Pagh (847) 847-3542
Plumbing Inspector: John Fenger (847) 847-3598
Electrical Inspector: Gerry Henkle (847) 847-3545

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 culvert repairs and ditch lines, inspections or construction procedures, please call (847) 438-5500 or (847) 847-3527 Monday, Tuesday, Wednesday, Friday, 8:30am to 5:00pm; Thursday, 8:30am to 8:00pm; Saturday 8:30am to 12:00pm.