

HAWTHORN WOODS  
BUILDING DEPARTMENT PERMIT PROCEDURES

## DRIVEWAY IMPROVEMENT 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 1<sup>st</sup> to April 30<sup>th</sup> of each year. Licenses are half price after November 1<sup>st</sup> of each year.

The Village of Hawthorn Woods requires that a permit be obtained prior to the improvement of any driveway improvement. Driveways are subject to the following requirements:

### REQUIREMENTS

- Driveways must be constructed with either asphalt or gravel
- Driveways must be placed at least seven (7) feet from the property line
- If any material other than asphalt or gravel is used, the owner shall obtain a Letter of Indemnification from the Village of Public Works Department prior to the placement of such material.
- If such Letter of Indemnification is needed, it is only applicable to materials and not to non-conformance of any other standards or regulations.
- Seal coating or equivalent maintenance of a driveway will not require a permit.
- No mailbox return is permitted or allowed in the Village Right-Of-Way.
- Any grading or drainage changes shall be discussed with and reviewed by the Village Engineer to determine if a permit is required.
- Failure to obtain required permit shall result in penalties upon the property 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.

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**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 Village
- Complete building permit application
- Two plans must be submitted with a permit application at the Building Department.
- Plans need to include a copy of a current lot survey with the proposed driveway location shown and street right-of-way.
- Additional information that is required includes culverts diameter, length, location and invert grades, existing and proposed topography of all grading, drainage paving improvements and constructions materials information.
- Driveway entrances shall follow Construction Standard P-1.

**PLAN REVIEW &  
PERMIT FEE INFORMATION**

\$20.00 Plan Review

\$50.00 Permit Fee

\$80.00 Inspection Fees

\$250.00 Refundable Bond

**TOTAL: \$400.00**

**INSPECTIONS**

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

- Site
- Final Site

To schedule an inspection call: Jim Shelton (847)540-5227

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

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 driveway improvements, inspections or construction procedures, please call (847) 438-5500 ext. 2201, 2202, 2203, 2204 Monday, Tuesday, Wednesday, Friday, 8:30 a.m. to 5:00 p.m.; Thursday, 8:30 a.m. to 8:00 p.m.; Saturday 8:30 a.m. to 12:00 Noon.