



VILLAGE OF HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

NEW HOME CONSTRUCTION REQUIREMENTS

All contractors and subcontractors doing construction under a building permit 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. Contractor/subcontractor registrations are \$175 annually

All plans, whether submitted digitally or via paper copies, must meet the following codes where applicable:

- 2018 International Residential Code
- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2020 National Electric Code
- Lake County Health Department approval of well & septic requirements for private systems
- Illinois State Plumbing code current edition
- 2021 International Energy Conservation Code
- 2018 International Property Maintenance Code
- 2018 International Building Code
- 2018 International Fire Code
- Hawthorn Woods Zoning Ordinance.
- Village of Hawthorn Woods Building Code Section 8-1-1
- Please see Village Code for any local amendments

ENERGY EFFICIENCY COMPLIANCE

By ordinance, The Village Board has adopted the 2018 International Energy Conservation Code requirements for Construction.

Hawthorn Woods is in **Zone 5** (taken from table 301.1 of the 2018 National Energy Conservation Code).

Zone 5 has **HDD (Heating Degree Days) of 6,500 – 6,999** which indicates the required R-values for our zone.

Unless minimum R-values and construction wall/roof assemblies are clearly indicated showing compliance with Table 301.1, plans will be rejected. Minimum R-values will be required for the following:

Walls above grade	R-20 or 13/5
Ceilings & Attics	R-49
Basement walls	R-19
Crawl spaces	R-20
Joist ends	R-21
Floors	R-30
Glazing “U” factors	.32 or less
See chapter 3 for additional information	

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An alternative method is to demonstrate compliance by providing a REScheck calculation as provided by a free download proof of compliance program issued by the Department of Energy. Go to www.energycodes.gov/rescheck and click on Download REScheck software. Simply insert the actual R-values for various components of the building envelope and requested in the REScheck worksheet. A notice of COMPLIANCE or NON-COMPLAINCE will be issued upon completion of the worksheet. The design professional will sign the worksheet and submit the copy with the permit application.

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.
- Completed building permit application. (Incomplete applications not accepted)
- (2) complete sets of plans indicating existing conditions and proposed scope of work.
- Plans should be prepared by a licensed Illinois Architect for any structural work that is required. (Interior alterations may not require stamped drawings if permission is received from Village.)
- Construction of new homes serviced by a private septic system will require approval of septic layout by the Lake County Health Department **prior** to submission.
- (2) copies of site development/grading plan prepared by a registered professional engineer. See Section 8-6-3 of the Village Code.
- All manufacturer specs for equipment and appliances
- Homeowners Association approval (if applicable)
- (2) Plats of survey
- Truss engineering (if applicable)
- Application for individual sewage disposal system approval (if applicable) indicating sump pump discharge routing system

*Please provide copies of contribution receipts for Fire Department, School District & Library. Fees are to be paid to each directly, as the Village does not collect these fees.

Village of Hawthorn Woods has considered and expressly rejected the inclusion of the following materials:

- Concrete block
- Precast concrete wall panels
- Aggregate matrix panels
- Vinyl, or aluminum, steel or other metal, sidings, corner boards or trim
- Plywood or masonite sidings
- Panel brick or thin set stone veneers
- Curtain wall construction
- Reflective glass

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- Glazed wall tile or glazed masonry units
- Bright wall flashings and copings
- Metal wall panels
- Exposed structural framing and miscellaneous metals
- Staccato boards
- Fiber-cement panel sheeting material

Building plans shall include floor plans of all levels at 1/4" – 1' scale. Plans shall include dimensions, functions, structural and electrical layouts; all exterior elevations, wall sections and details of construction materials; and light and ventilation schedule.

- All plans must be prepared by a licensed Architect – no pre-printed plans from publications
- Minimum floor areas per Village Zoning requirements are 1,700 square feet for one story homes and 2,200 square feet for two story homes. (Check individual subdivision covenant requirements for possible greater square footage requirements and other building requirements.
- A storm sewer connection may be required for this property – **Village Code Section 11.**
- A portable toilet and dumpster for construction debris shall remain on sites the entire length of construction.
- Consult Village Ordinances per design requirements and approved materials list

The information in this handout is intended to be general in nature and is not a substitute for applicable Village codes or ordinances. Prior to construction, please visit our website at www.vhw.org to review our **current building regulations located in section 8-1-1**, prior to construction.

CALL JULIE AT LEAST TWO DAYS BEFORE YOU DIG

Illinois law requires all persons digging, regardless of the depth of the project, to call JULIE at **1-800-892-0123** at least 48 hours (two working days) prior to the start of excavation and to begin that excavation project within 14 calendar days from calling JULIE. (The 48 hour notice does not include Saturdays, Sundays or holidays.) Failure to contact JULIE prior to excavation in accordance with the law can carry penalties from \$200 up to \$5,000 for **each separate offense**. The Illinois Commerce Commission is the enforcement body for the law, not JULIE.

