



## **INTERIOR RESIDENTIAL REMODELING GUIDELINES**

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 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.

The Village of Hawthorn Woods requires that a permit be obtained prior to any interior residential remodeling, which is subject to the following requirements below. Permit submissions will be accepted either electronically or on paper.

### **REQUIREMENTS**

- Detailed existing floor plans
- Detailed floor plan of proposed remodeling
- Electrical plan showing existing service location as well as all new electrical devices
- Plumbing locations, both new and existing including water heaters and all pumps
- Furnace locations
- Wall details indicating minimum 2x4 framing, R-19 international energy conservation code 2018 insulation in exterior walls, covered by minimum ½” drywall (if wall construction is part of the remodeling plan)
- Electrical outlets shall be GFCI.
- Smoke detectors and CO2 detectors shall be provided (where applicable).
- Proper clearance around electrical panels must be maintained
- Must submit manufacturer specifications for all appliances or HVAC to be installed, if any
- Failure to obtain required permit shall result in penalties per requirements of the Village Code.

## **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/subcontractors registration through Village
- Completed building permit application, and proposal/scope of work
- (2) sets of plans indicating existing and proposed work
- Plans should be prepared by a Licensed Illinois Architect if any structural work is required. Alterations may not require stamped drawings if permission is received from Village.
- Call appropriate fire department for the suppressant system/alarm application, if applicable

\*New Fire Suppression Systems require a separate permit application/process at time of plan review

## **INSPECTIONS**

The following inspections may be required during the construction of any basement improvement:

- Gas Piping (if applicable)
- Insulation (if applicable)
- Rough Plumbing
- Final Plumbing
- Rough Electrical
- Final Electrical
- Rough Building
- Final Building

To schedule an inspection 24 hours in advance, please contact the Building Department by 3:30pm Monday - Friday at either: 847.847.3586 or 847.847.3537. Our walk-in business hours are Monday-Friday, 8am - 4pm. Note: There will be a re-inspection fee if the inspector is unable to provide approval and must 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](http://www.vhw.org) and review our **current building regulations located in section 8-1-1**, prior to construction. Call J.U.L.I.E. 48 hours prior to digging, excluding Saturday, Sunday and holidays  
1-800-892-0123.