

## BUILDING DEPARTMENT PERMIT PROCEDURES



# SIDING REQUIREMENTS

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 replacement of siding which is subject to the following guidelines below. Permit submissions will be accepted either electronically or on paper.

### **APPROVED & PROHIBITED EXTERIOR BUILDING MATERIALS:**

#### **Per Village Code 8-1-2, Chapter 3, R301.9**

- **Permitted:** Cedar or equivalent wood siding. Fiber-cement board (James Hardie) or similar. Fiber-cement material for trim, freeze boards, soffits and fascia boards, provided the corner trim is a minimum 5<sup>1</sup>/<sub>4</sub>" wide and siding cannot protrude beyond the face of the corner trim board. Aluminum materials for soffits & fascia boards. Aluminum permitted for soffits & fascia boards only. For alternate materials or clarification, please contact the Village, or provide sample for approval.
- **Prohibited:** Vinyl or aluminum, steel or other metal, sidings, cornerboards or trim. Plywood or masonite siding, and fiber-cement panel sheeting material.

### **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, proposal/scope of work & list of materials

### **INSPECTIONS**

The following inspections are required following installation:

- House Wrap
- 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.