

BERM 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 Aril 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 the installation of any berm. Berms are subject to the following requirements:

REQUIREMENTS

- Only berms of irregular patterns and shapes
- 3:1 maximum slope, or as approved by engineer
- Not to exceed fifty (50) feet in length
- Not to exceed two and one-half (2.5) feet in height above existing grade
- Certificate of Approval Required
- Not to create a barrier or restriction
- Not to redirect the natural flow of surface water runoff
- Located not less than ten (10) feet from any street right-of-way
- Compliance with Title 8, Chapter 6 of the Village Code (January 2001) [attached]
- 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.

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
- Variance may be requested if the berm is going to exceed a length of 50 feet and/or exceed a height of 2.5 feet. *Subject to reimbursement of fees agreement (\$500.00 deposit)*
- Submit a Plat of Survey showing elevation views and kinds of landscaping.
- Submit a grading plan, prepared by a licensed Illinois engineer and submit a fee of \$125.00.
- Complete building permit application.
- 4-sets of site development plans, drawn by a licensed Illinois engineer, on sheets no less than 8-1/2” x 11” and no larger than 24” x 36” and at a scale of 1” = 20’ except where property exceeds 2 acres.
 - Topographic features and contours for the property and areas abutting to the adjacent property.
 - Spot elevations of all critical locations.
 - Proposed contours and final grades.
 - Areas to be sodded, seeded, mulched or paved, including proposed driveway locations and gradients.

HAWTHORN WOODS
BUILDING DEPARTMENT PERMIT PROCEDURES

PLAN REVIEW & PERMIT FEE INFORMATION

Residential (existing) Variance:	\$125.00
Residential (new) Variance:	\$175.00
Commercial Variance:	\$475.00
Certificate of Approval:	\$200.00
Engineering Review:	\$125.00
Permit Fee:	\$50.00
Inspections Fees:	Varies
Road Bond:	\$250.00

INSPECTIONS

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

Site	\$40.00
Final Site (Bond Refund)	\$40.00

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 berms, 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.