



# FIRE PIT Permit Application Checklist

Community Development Department

Revision Date: 07/22/2020

## Required Permit Applications:

- ❖ [Fill out and submit Building Permit Application](#)

## Submittal Requirements:

- ❖ For paper submission, Two (2) copies of Plat of Survey indicating the location of the fire pit / For online submission, One (1) copy of Plat of Survey
- ❖ For paper submission, Two (2) copies of details of the methods and materials used to construct the pit, or the manufacturer's written directions / For online submission, One (1) copy of details of the methods and materials used to construct the pit, or the manufacturer's written directions

## Permit Fees (Fee is not due until permit is ready):

- ❖ \$40.00

## License Requirements:

- ❖ None

## Other Requirements & Information:

- ❖ Work must be started and completed within six (6) months of the issue date.
- ❖ After Permit is issued, as construction progresses, inspections are required. [Click here to schedule inspections online](#). Or call us at 847-658-2700 # 1003.
- ❖ The fire pit must be constructed of noncombustible materials such as brick, stone, or concrete. A commercially available permanent or portable fireplace/grill designed for outdoor use may also be permitted.
- ❖ The pit/ring/fireplace shall be a maximum of three (3) feet in diameter.
- ❖ The pit shall be located at least fifteen (15) feet from any structure.
- ❖ The pit must be on private property, in the rear yard, and not in an easement.
- ❖ Operational Requirements
  - The material burned shall be hard landscape waste over two (2) inches in diameter or seasoned dry firewood.
  - The fire shall be constantly attended by a responsible person 15 years of age or older. This person shall have a garden hose connected to a water supply or other approved fire extinguishing equipment readily available for use.
- ❖ Contact JULIE at 811 or [www.illinois1call.com](http://www.illinois1call.com) before you dig.

## Adopted BUILDING CODES:

International Residential Code 2006 | International Building Code 2006 | International Fire Code 2006 | International Mechanical Code 2006 | International Fuel Gas Code 2006 | National Electrical Code 2002 | [Illinois State Plumbing Code 2014](#) | [Illinois Energy Conservation Code 2015](#) | International Existing Building Code 2006 | International Property Maintenance Code 2006 | Illinois Accessibility Code 1997

Please note that this checklist is not intended to be all-inclusive.

Due to changes in codes, regulations, and ordinances, other requirements may apply.