



## DuPage County Building & Zoning Department

### Building Division

## FIREPLACES (Masonry/Pre-fab)






The following are guidelines and requirements to assist when installing a **fireplace** (masonry/pre-fab). This information is provided to identify minimal requirements in the County's adopted Building Code and Zoning Ordinance. These guidelines are not all inclusive, but cover the most critical requirements involved in this type of project. Feel free to contact our department if you have further questions at 630-407-6700.

**Requirements to submit:** (must be submitted in person) approximate review time – 8-15 business days

1. Application form for accessory structures - Type I (All applications are required to have the owner's signature or a notarized owner authorization form signed by the owner of the property to submit for permit - we cannot accept the submittal without either one of those documents)
2. Non-refundable application fee
3. Plat of Survey (for masonry fireplaces)
4. Construction plans
5. Cut sheets
6. Trust Disclosure form for properties in a trust

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1. The [Type I application](#) form to be filled out completely.
    - Owner's name, address, phone number, email address
    - Site address if different
    - Cost of proposed project
    - Property on water/sewer or well/septic
    - Contractor's name and registration number (all contractors doing work in the unincorporated areas of DuPage County must be registered with our department prior to permit issuance)
    - Signature of property owner. A notarized [Owner Authorization](#) form is required if the owner of the property has not signed the application form.
  2. A non-refundable application fee will be required and credited toward the final permit fee (reference the [Schedule of Fees](#) for specifics), a Drainage Review fee and a Health fee if the property is on well and/or septic. If payment is by check a separate check will be necessary to pay the Health review fee portion. We accept exact cash, checks, Master Card and Visa.
  3. Provide 6 copies of the scalable Plat of Survey with the bump out for the exterior chase for masonry fireplaces drawn to scale in the exact proposed location with dimensions and dimensions to the nearest lot lines. The survey must show all existing structures with the Illinois Licensed Land Surveyor's seal and signature visible. According to the Building Code the scales accepted are 1"=10', 20', 30', 40' or 50'. Reduced/enlarged copies **WILL NOT** be accepted.
  4. Provide 2 copies of a construction detail for masonry fireplaces.

5. Provide 2 copies of specifications for prefabricated fireplaces. The specs must state one of these approved symbols:  (Underwriters Laboratory),  (ETL United States) or  (Canadian Standards Association).
6. Property held in a land trust requires a notarized [Trust Disclosure](#) **completed by the trust company** stating the beneficiary(s) of the trust. For properties in a family trust we need some paperwork showing the beneficiary for signing the application.

**Requirements at permit issuance:**

7. Entrance permit
8. Fees
9. Performance Bond
10. Contractor Registration
11. Notarized Letter of Intent from plumber if applicable

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7. Prior to permit issuance an [Entrance Permit](#)/bond receipt from whoever maintains the roadway (Township Highway Commissioner, Du Page County Department of Transportation, Illinois Department of Transportation or municipality).
  8. [Permit fees](#) are due at the time of issuance. We accept exact cash, check, Master Card and Visa. (The building application fee will have been credited toward the final permit fee)
  9. The [Performance Bond](#) insures code compliance and is included in your permit fee. This portion of the fee is fully refunded once the final approved inspection has been completed.
  10. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current at permit issuance.
  11. A notarized Letter of Intent will be required from the plumber for any plumbing work.

**Zoning Requirements: Fireplace Chimney Bump Outs:**

- R-1 Zone (Section 37-701): must maintain the setbacks for the district
- R-2, R-3 and R-4 Zones (Sections 37-702; 37-703; 37-704): 10% encroachment into of all the required yards

**Building Code Requirements:**

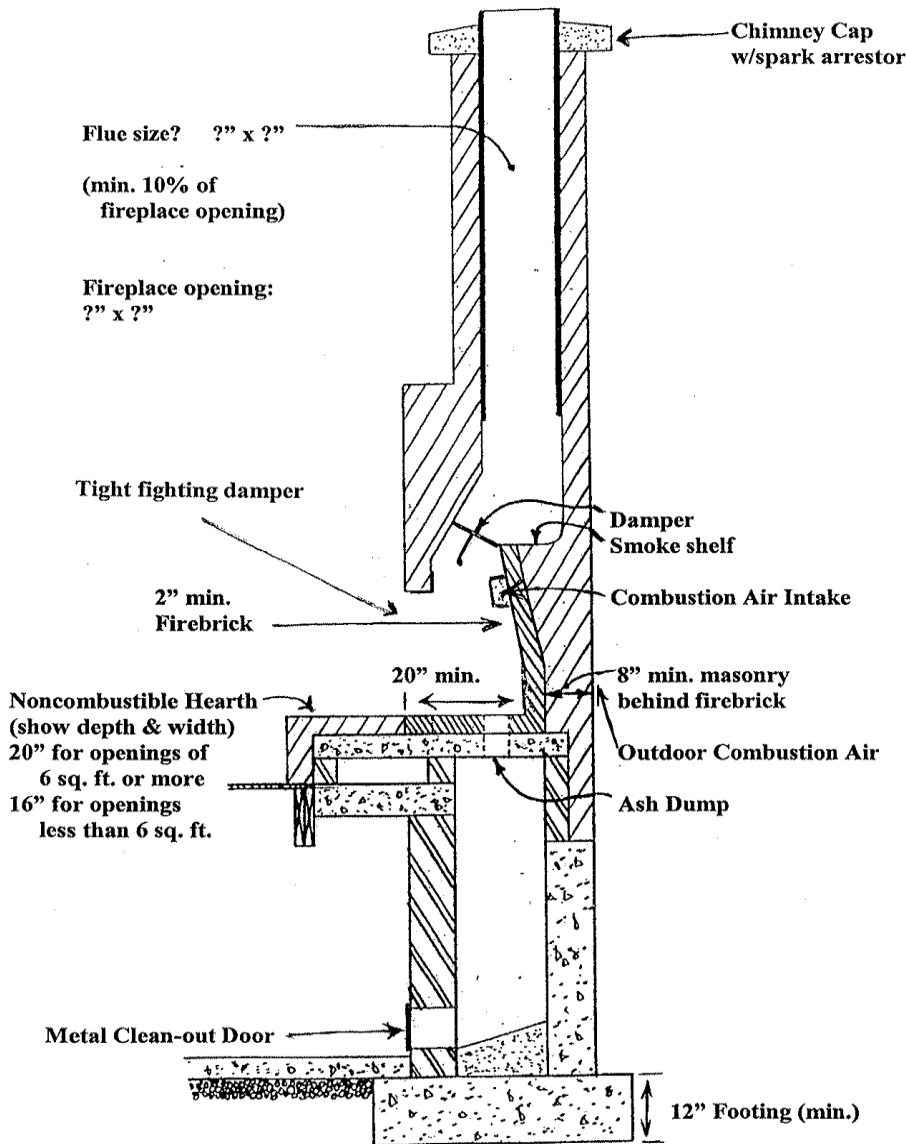
- DuPage County Building Code, [Article I, Sections 8-100](#)
- Minimum Planning Requirements, [Article II, Sections 8-200](#)
- Minimum Construction Requirements, [Article III, Sections 8-300](#)
- Illinois Plumbing Code, [Article IV-A, Section 8-400](#) with local amendments
- 2014 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- Illinois Energy Efficient Building Code, [Article V, Section 8-500](#)

**FIREPLACES** (See sample below)

- Must indicate if prefab or masonry.
- If a pre-fab fireplace is going to be used, it must have an Underwriter’s Laboratories label (or equal) and at least a manufacturer’s brochure of the fireplace.
- If the fireplace is to be constructed of masonry, a complete cross section through the fireplace must be submitted. The section must show the footing size (at least 12” thick), wall thickness (at least 8” of solid brick) and the flue size (size varies depending upon the opening size of the fireplace). Indicate height and width dimensions of opening and depth of firebox along with hearth dimensions.

AGAIN, THE PRECEEDING REQUIREMENTS ARE TO BE CONSIDERED AS **MINIMUMS**. THEY DO NOT COVER ALL CONCEIVABLE DRAWINGS OR CONDITIONS. FOR SPECIFIC ITEMS, THE DU PAGE COUNTY BUILDING CODE MUST BE CONSULTED.

**FIREPLACE SECTION**  
**SAMPLE ONLY**



**Inspections:** (a minimum of 24 hours advance notice required for inspection scheduling)

Please contact the Building Division at 630-407-6700 to schedule inspections.

(Where no work has been started within 90 days after the issuance of a permit, or when more than 90 days lapses between required inspections, such permit shall be void. No work shall commence prior to issuance of permit). Feel free to contact our office if you have any questions regarding the permit or inspection process at 630-407-6700. The office location is 421 N. County Farm Road, Wheaton, IL 60187. You can visit our web site at [www.dupageco.org/building](http://www.dupageco.org/building).

**CALL BEFORE YOU DIG – CONTACT [J.U.L.I.E.](http://www.julie.org) - 1-800-892-0123 FOR UNDERGROUND UTILITY LOCATIONS**