



## **GENERAL INSTRUCTIONS FOR A MANUFACTURED FIREPLACE UNIT PERMIT**

### **Need to submit:**

1. Building permit application filled out completely, including cost of job with labor & materials (pg 3).
2. Copy of contract (if applicable).
3. Plat of survey showing location of proposed structure with all dimensions and distances to lot lines, and location of all easements (if applicable).
4. Two sets of construction plans, signed and sealed by Illinois Registered Design Professional.
5. Location of any subsurface seepage system, septic tank, aerobic treatment plant or distribution box (if applicable).
6. Construction details of the fireplace chase.
7. Construction details of any additional supporting members added to the existing structure.
8. Details of any gas lines to be installed, including locations of connectors, shut offs, drips, and sediment traps.
9. Details of any electrical to be installed.

### **Requirements:**

1. Factory built fireplace stoves, consisting of a freestanding fire chamber assembly, that have been tested and are listed by a nationally recognized testing laboratory, shall be installed in accordance with the requirements of said listing and the manufacturer's instructions. The supporting structure for a hearth extension shall be at the same level as the supporting structure for the fireplace unit.
2. Prefabricated, factory-built fireplaces that consist of a fire chamber assembly, one or more chimney sections, a roof assembly and other parts as tested and listed as an assembly by an approved agency may be installed when complying with all the following provisions:
  - a. Factory built fireplaces shall be installed in accordance with their listing and the manufacturer's installation instructions.
  - b. The fire chamber assembly is installed to provide clearance to combustible materials not less than set forth in the manufacturer's listing for the fireplace.
  - c. The chimney sections are installed to provide clearance to combustible material not less than specified in the listing and if the fireplace chimney extends through floor and ceilings, factory furnished fire stops or fire stop spacers shall be installed at each floor/ceiling level. Portions of chimneys which extend through rooms or closets are to be enclosed to avoid personal contact, contact of combustible material, and damage to the chimney.
  - d. Hearth extensions shall be constructed of a noncombustible material and extend not less than 16 inches in front of and at least 8 inches beyond both sides of the fireplace opening. Where the fireplace is 6 square feet or larger, the hearth extension shall extend at least 20 inches in front of, and at least 12 inches beyond, each side of the fireplace.
  - e. The supporting structure for a hearth extension shall be at the same level as the supporting structure for the fireplace unit unless otherwise authorized by the listing.



**BUILDING & PERMITS DEPARTMENT**

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- f. Fireplace chase shall be insulated with unfaced insulation in accordance with the 2021 Illinois Energy Conservation Code and all local amendments.
  - g. Gas line penetrations into the fire box shall be sealed with non-combustible material.
  - h. The chimney termination shall be a minimum of 2 feet higher than any surface within 10 feet of the chimney.
3. Factory built fireplaces shall be equipped with an exterior air supply to ensure proper fuel combustion and shall comply with the following conditions:
- a. The exterior air intake shall be capable of providing all combustion air from the exterior of the dwelling or from spaces within the dwelling ventilated with outside air, such as non-mechanically ventilated crawl or attic space.
  - b. The exterior air intake shall not be located within the garage or basement of the dwelling.
  - c. The exterior air intake shall not be located at an elevation higher than the firebox unless permitted by the manufacturer's installation instructions.
  - d. The exterior air intake shall be covered with corrosion resistant screen of one quarter inch mesh.
  - e. The combustion air passageway shall be a minimum of 6 square inches and not more than 55 square inches.
  - f. The exterior air inlet is permitted to be located in the side of the firebox chamber, or within 24 inches of the firebox opening on or near the floor. The inlet shall be closable and designed to prevent burning material from dropping into concealed combustible places.

**Note to applicant:** Contact your Homeowner's Association before you begin work. The Village of Oswego has no authority to enforce the covenants or adopted rules of your Homeowner's Association.



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 Website: <http://www.oswegoil.org>  
 Building & Zoning Email: [BZinfo@Oswegoil.org](mailto:BZinfo@Oswegoil.org)

RECEIVED \_\_\_\_\_  
 ENTERED \_\_\_\_\_  
 APPROVED \_\_\_\_\_  
 CONTRACTOR REG. \_\_\_\_\_  
 COMPLETE \_\_\_\_\_

# Building Permit Application

Permit No. \_\_\_\_\_

<b>CUSTOMER/OWNER INFORMATION</b>	Name _____ Project Address _____ Sub-division _____ Lot No. _____ Phone No. _____ Email _____
<b>CONTRACTOR INFORMATION</b>	Name _____ Address _____ City _____ State _____ Zip _____ Phone No. _____ Email _____ Field Contact Name _____ Phone No. _____

**Approximate Construction Cost (Including Labor): \$** \_\_\_\_\_  
 \*\*\*All permit applications require supplementary documents for each permit request\*\*\*

<b>EXISTING &amp; NEW STRUCTURE REQUESTS</b>	<input type="checkbox"/> Re-roof <input type="checkbox"/> Siding <input type="checkbox"/> Replacement Windows <input type="checkbox"/> Replacement Doors <input type="checkbox"/> Deck <input type="checkbox"/> Patio/Side Walks <input type="checkbox"/> Driveway <input type="checkbox"/> Radon Mitigation <input type="checkbox"/> Solar <input type="checkbox"/> Fence <input type="checkbox"/> Shed <input type="checkbox"/> Pergola <input type="checkbox"/> Hot Tub <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Above <input type="checkbox"/> Inground <input type="checkbox"/> Temporary <input type="checkbox"/> HVAC <input type="checkbox"/> Water Heater <input type="checkbox"/> Plumbing Work <input type="checkbox"/> Electrical Work <input type="checkbox"/> Additions <input type="checkbox"/> Basement/Remodel • Location _____ <input type="checkbox"/> Lawn Irrigation <input type="checkbox"/> Garage <input type="checkbox"/> Other _____	<b>CHICKEN COOP &amp; TENT</b>	<input type="checkbox"/> Chicken Coop <input type="checkbox"/> Tent
<b>COMMERCIAL &amp; NEW HOME REQUESTS</b>	<input type="checkbox"/> Single Family Residence <input type="checkbox"/> Senior Housing <input type="checkbox"/> Two Family Residence (Duplex) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Multi-Family Residence • (No. Units _____) <input type="checkbox"/> Senior Housing <input type="checkbox"/> Demolition <input type="checkbox"/> Commercial/Industrial Building (NEW) <input type="checkbox"/> Commercial/Industrial Remodeling (Build outs) <input type="checkbox"/> Fire Protection: <input type="checkbox"/> Sprinkler <input type="checkbox"/> Alarm <input type="checkbox"/> Ansul <input type="checkbox"/> Storm Water Connection <input type="checkbox"/> Right of Way	<b>Square Footage of All Areas</b>	1st Floor _____ 2nd Floor _____ 3rd Floor _____ Add. Floors _____ Basement _____ Crawlspace _____ Garage _____ Porch _____ Deck/Patio _____ Outdoor Seat. _____ Outdoor Storage _____ <b>Total</b> _____
	<b><u>New Residential Only</u></b> No. of Bedrooms _____ No. of Baths _____	<b><u>New Construction Only</u></b> No. of Tenant Spaces _____ No. & Sizes of Water Connect _____ _____	

**Certificate:**

I HEREBY CERTIFY THE ABOVE STATEMENTS TO BE CORRECT

The applicant agrees to conform to all applicable Federal, State, and Local laws of this jurisdiction. They also agree that all work performed under this permit will be in accordance with plans and specifications accompanying this application, except for changes as may be required by the adopted Building Code and inspection officials.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_