



# DUPAGE COUNTY

## BUILDING & ZONING DEPARTMENT

### FIREPLACES (Masonry/Prefab)



Permits are submitted online at the following link:




Accela Citizen Access - <https://aca-prod.accela.com/DUPAGE/Welcome.aspx>

Here are guidelines and requirements to assist when installing a **fireplace** (masonry/prefab). 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.

**You will be creating a profile in our Accela portal** – a non-refundable application fee is required at the time you complete the permit submittal and the documents below will need to be downloaded to complete the application process

1. Plat of Survey – possible BMP's ([Best Management Practices](#))
2. Construction plan (for masonry fireplaces)
3. Cut sheets
4. Trust Disclosure form for properties in a trust

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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. We accept exact cash, checks, Master Card and Visa.

1. A copy 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.
2. A copy of a construction detail for masonry fireplaces.
3. A copy of specifications for prefabricated fireplaces. The specs must state one of these approved symbols:  (Underwriters Laboratory),  (ETL United States) or  (Canadian Standards Association).
4. 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:

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

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5. 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).
  6. [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)
  7. 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.
  8. All [contractors](#) working on the project are required to be registered with Du Page County Building Division and must be current at permit issuance.
  9. 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:

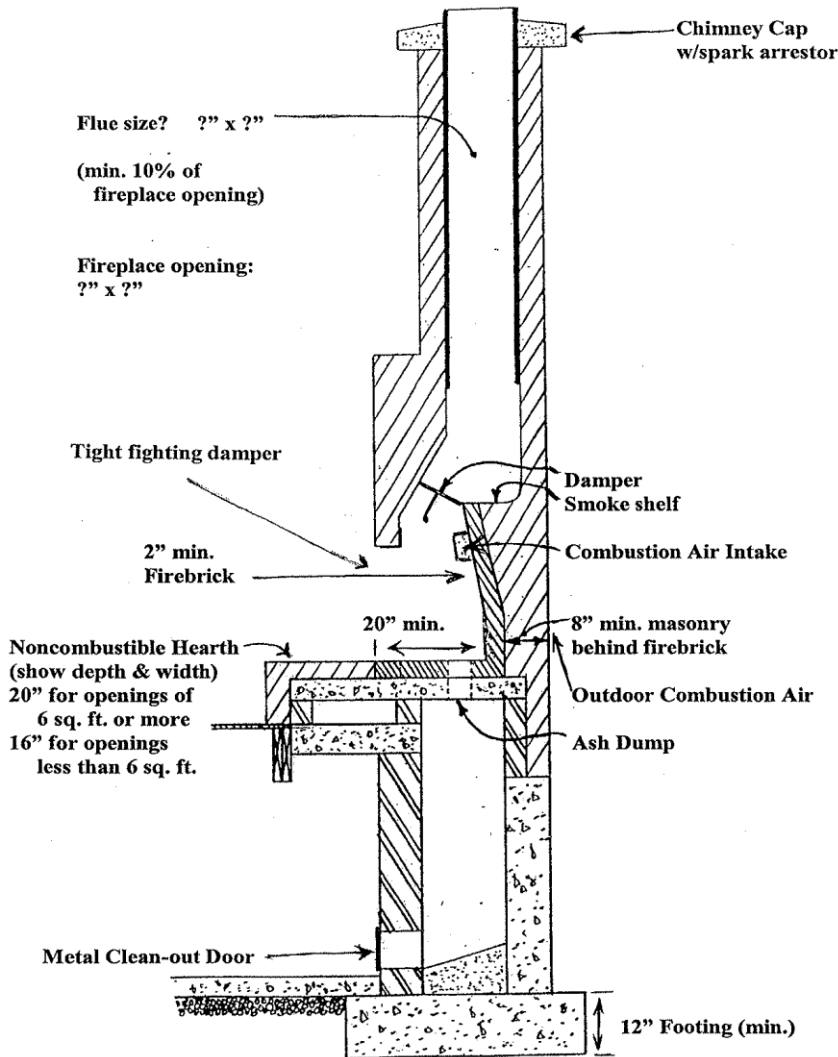
- DuPage County Building Code, [Article I, Sections 8-100](#)
- Minimum Planning Requirements, [Article II, Sections 8-200](#)
- Minimum Construction Requirements, [Article III, Sections 8-300](#)
- Current Illinois Plumbing Code, [Article IV-A, Section 8-400](#) with local amendments
- 2020 National Electrical Code, [Article VI, Section 8-600](#) with local amendments
- Current Illinois Energy Efficient Building Code, [Article V, Section 8-500](#)

### FIREPLACES (See sample below)

- Must indicate if prefab or masonry.
- If a prefab 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 180 days after the issuance of a permit, or when more than 180 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.dupagecounty.gov/building](http://www.dupagecounty.gov/building).

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