



VILLAGE OF ARLINGTON HEIGHTS
DEPARTMENT OF BUILDING & HEALTH SERVICES
33 S. Arlington Heights Rd.
Arlington Heights, IL 60005
Phone (847) 368-5560
Fax (847) 368-5975
Website: www.vah.com

FIREPLACE

PERMIT SUBMITTAL REQUIREMENTS

ALL APPLICATIONS REQUIRE THE FOLLOWING ITEMS:

- [APPLICATION FOR BUILDING PERMIT](#)
- REAL ESTATE INDEX NUMBER (Written on building permit application)
(Index number can be found on the tax bill)
- [SUBCONTRACTOR LIST](#) (All contractors, excluding plumber and electrician,
are required to be licensed prior to release of permit)
- [CONTRACTOR'S LICENSE APPLICATION](#)
- 3 COLLATED SETS CONTAINING THE FOLLOWING INFORMATION:
 - CONTRACTOR'S PROPOSAL
 - [HOMEOWNER AS GENERAL CONTRACTOR](#) (If applicable)
 - PLAT OF SURVEY
 - PREFAB FIRE BOX FLUE AND CHIMNEY DETAILS – ENTIRE
ASSEMBLY TO BE LISTED BY RECOGNIZED TESTING AGENCY
 - MASONRY CROSS SECTION
 - SITE PLAN SHOWING EXTERIOR ELEMENTS (Architectural
enclosures required)
 - DRAWINGS SHOWING PLANNED LOCATION OF FIREPLACE
AND FLUE LOCATIONS THROUGH FINISHED LIVING SPACE.
ENCLOSURES REQUIRED.
- PLAN REVIEW FEE - \$11.00 PER THOUSAND OF THE VALUE OF WORK
FOR MASONRY FIREPLACES; \$25 FOR PRE-FAB FIREPLACES – DUE AT
TIME OF SUBMITTAL

**ONLY FULLY COMPLETED PERMIT SUBMITTALS CAN BE ACCEPTED FOR
REVIEW AND APPROVAL**

PLAN REVIEW/INSTALLATION REQUIREMENTS

- [FIREPLACE INFORMATION](#)
- METAL STOVE ASSEMBLIES TO BE UL LISTED OR EQUIVALENT
- IF METAL FIREPLACE IS PROJECTING OUTSIDE OF HOUSE, THE FLUE MUST BE FIRE SHEATHED AND INSULATED FOR MANUFACTURED BOX
- FIREPLACES TO COMPLY WITH IRC REQUIREMENTS
- NEW WOOD-BURNING FIREPLACES SHALL HAVE GASKETED DOORS AND OUTDOOR COMBUSTION AIR
- FIRE STOPPING REQUIRED AT HORIZONTAL INTERFACES

PERMIT SUBMITTAL INFORMATION

- ★ All applications, including revisions, must be submitted to the Department of Building & Health Services.
- ★ An additional permit fee for masonry fireplaces will be due at time of pick up.
- ★ Allow 10 working days for review time.

PERMIT REVISION INFORMATION

- ★ If there is a rejection by any reviewing department, a correction report will be mailed/faxed to the permit applicant after the plan has been reviewed by all reviewing departments.
- ★ Revisions may take an additional 10 working days to process.
- ★ If the general contractor and/or any subcontractors change, a letter from the permit applicant documenting the replacement general contractor and/or any subcontractors is required. The Village of Arlington Heights requires that contractors working within the Village obtain a contractor's license and/or present proof of registration to work in the Village in accordance with the Arlington Heights Municipal Code.