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## COMMUNITY DEVELOPMENT DEPARTMENT

# FIRE PIT

### Permit Submittal:

- Submit a **permit application**. Include the estimated cost of construction and contractor's information.
- Submit a copy of the **plat of survey** with the location, dimensions, and distance to the property lines for the firepit (and any patio around it) marked clearly on the plat. Include a description of the work.
- Submit **contractor's proposal** for the project.
- Submit a **Lot Coverage Calculation form**.

### Permit Process:

- Once received, the documents are reviewed for compliance with the Village Zoning and Building Codes.
- The Village will contact the applicant with any questions, or when the permit is ready for pickup.
- The Village only accepts cash or check for payment (no credit or debit cards).

### Construction Requirements:

- Fire pit must be located in the rear yard.
- Fire pit must be located a minimum of 25'-0" from any structure (house, garage, deck, etc.).
- The fire pit shall be a maximum of 3'-0" in diameter and 2'-0" in height.
- The fire pit shall have a spark arrester (does not apply to gas only fire pits).

### Concrete

- Base must be minimum 4" compacted gravel or crushed stone (pea gravel is not allowed).
- Concrete shall be minimum 3 ½" thick.

### Brick Pavers

- Base shall be minimum 4" compacted gravel or crushed stone (pea gravel is not allowed) with 1" of sand on top as bedding material for the pavers.

### Inspections:

- **2-business day notice** required when scheduling inspections.
  - Underground - gas piping (if applicable)
  - Base - fire pit/patio (before concrete is poured or sand is laid for pavers)
  - Final

### Notes:

- The person doing the work shall contact J.U.L.I.E. 48 hours before digging: 1-800-892-0123.
- There is no burning of wood that is larger than the fire pit.
- There is no open burning allowed in the Village (yard waste, branches, trash, etc.).
- A garden hose connected to a water supply or other approved fire extinguishing equipment must be readily available for use.
- An approved manufactured portable outdoor fire pit / fireplace is also acceptable. It must be used in accordance with the manufacturer's instructions and must be located 15'-0" from any structure.

If you have questions on your project, please contact  
the Community Development Department at 847-639-1100.