



Fireplace (*First Time Installation*) Permit Submittal Requirements

- Submit a Building permit application via eTrakit (online permitting system) with all required information.
- Provide information on the manufacturer, Model #, and listing agency of the fireplace either in the description field or by attaching a manufacturer's cut sheet with the required information. Fireplace must be a direct vent appliance.
- Address in the "Description of Work" where the fireplace is being installed.
- Indicate the type of fuel, i.e., wood, pellet, natural gas, propane, etc.
- If solid fuel is used, provide documentation that unit is EPA Phase II compliant.
- If gas fueled, provide a gas piping plan. Include on the plan the pipe type, meter pressure, lengths for each segment of pipe, and ID pipe diameter.
- If connecting onto an existing system, show the entire tree structure of the existing system including input Btu/H ratings of each appliance on the system.
- If run as a separate feed from the meter, only the new line and the appliance on that line need to be shown.
- Address in the "Description of Work" what is being done electrically. Indicate "no electrical" if the fireplace has no electrical. Indicate "plugs into existing receptacle" if the fireplace has an electrical requirement but the requirement can be met with existing electrical. Indicate "new electrical being install" if a new electrical receptacle is being installed for the fireplace.