



# Village of Itasca

Community Development Department

550 W. Irving Park Rd. Itasca, IL 60143

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[www.itasca.com](http://www.itasca.com)

## Fire Pit/Outdoor Fireplaces Permit Checklist

### Submittal for a Permit:

Items:	Check once finished
<p style="text-align: center;"><b>Plat of Survey- 3 paper copies (1 electronic copy)</b></p> <ul style="list-style-type: none"> <li>➤ Showing location and size of fire pit with respect to all lot lines</li> <li>➤ Survey must also show all current conditions of lot including all structures (deck, garage, etc.) and flat work (driveway, walks, etc.) with dimensions.</li> </ul>	<input type="checkbox"/>
<p style="text-align: center;"><b>Complete Set of Plans- 3 paper copies (1 electronic copy)</b></p> <ul style="list-style-type: none"> <li>➤ Drawn to scale, showing all materials to be used</li> <li>➤ Location of any gas or electric lines to be installed</li> <li>➤ If fire pit is pre-manufactured, provide all manufacturer specifications on unit</li> </ul>	<input type="checkbox"/>
<p style="text-align: center;"><b>Complete Permit Application</b></p> <ul style="list-style-type: none"> <li>➤ All contractors must register with the Village of Itasca.</li> <li>➤ See Contractor Registration Form for trade requirements.</li> </ul>	<input type="checkbox"/>

### Fire Pit Guidelines:

- Fire pit must be located a minimum of 25 feet from any structure per 2018 IFC Section 307.4.2.
- Only clean, dry firewood is allowed; burning of landscape waste, construction debris or any other materials is prohibited.
- Fire shall be completely contained within the fire pit intended for this purpose.
- Fire shall be under continuous supervision per 2018 IFC Section 307.5.
- Fire pits cannot be located in any utility or drainage easement(s).
- The Fire Official has the right to determine and thereby prohibit the fire based on the determination that the fire is offensive or objectionable due to smoke or odor emissions; or atmospheric conditions/local circumstances cause such fire to be deemed hazardous (i.e. drought conditions) per IFC 2018 section 307.3.

**Typical Inspections Required:**

- Sub-Base
- Final Building
- Additional inspections may be required and will be determined during review.