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## **Procedure for Obtaining a Building Permit to Install a Fireplace, Fireplace Insert, Wood Stove, Chimney, Pellet Stove, Gas Stove or Gas Log Set**

The New York State Uniform Fire Prevention and Building Code requires a building permit to be issued for the construction, modification or installation of any fireplace or chimney. To obtain a permit please submit the following information to the Code Enforcement Officer:

Manufacturer's specifications on the unit to be installed. This can be a brochure or installation manual supplied by the fireplace/stove retailer.

Additional info required for wood stoves only- Specifications on the chimney pipe to be used

Additional info required for propane units only- provide a copy of the property survey map depicting the proposed location and size of the propane tank

Once the information is submitted and approved, a building permit will be issued and the work may commence. The fee for a fireplace/stove/chimney/gas log permit is \$30

### **Inspections**

**Fireplace inserts-** Any fireplace insert that requires a chimney liner must have a chimney inspection when the liner is installed and prior to completely enclosing the insert with trim or a shroud.

**Wood Stoves-** Wood stoves with chimneys that run through the interior of the home or that pass through a combustible wall or roof assembly must have a chimney inspection before the interior is closed. A final inspection is also required when the installation is complete.

**Factory-built Fireplaces-** Factory-built fireplaces and zero-clearance fireplaces must be inspected after the unit and chimney or vent has been installed but before being enclosed by drywall or a decorative shroud and trim. A final inspection is also required when the installation is complete.

**Pellet Stoves, Gas Stoves and Gas Log Sets-** These units require inspection only when the installation is complete.