



# VILLAGE OF LINCOLNWOOD

6900 Lincoln Ave. | Lincolnwood, IL 60712 | Phone: 847-673-7402

[www.lincolnwoodil.org](http://www.lincolnwoodil.org) | [commdev@lwd.org](mailto:commdev@lwd.org)



## Fireplace and/or Chimney Repair Handout

A permit is required to install, replace, repair or modify a fireplace or chimney. Replacing hearths, mantles and/or surrounds require a permit. Tuck pointing of a chimney or fireplace does not require a permit.

An application must be submitted through our online portal at [lincolnwood.onlana.com](http://lincolnwood.onlana.com) (you can also access the portal by scanning QR code above). You will need to apply an “Fireplace and/or Chimney Repair” permit and will need to include the following information:

The online permit application will require the following information:

- Homeowner Information including name, address, telephone number and email address
- Contractor Information: If contractors have not been selected at the time of application submitted, please note that a permit will not be issued until all contractors have been identified and registered with the Village.
- A detailed and enumerated proposal(s) from all contractors for all work with cost breakout, signed by the owner and contractors, scanned in pdf and uploaded – refer to [Illinois 815 ILCS 513/15 Section 15](#)

As a part of the application, you will be required to upload one (1) scanned pdf copy of a recent [dated within five (5) years] legal plat of survey (**not** a Google Earth image, sketch or a site plan) showing the location, size and distance from property lines to the proposed fireplace. If the fireplace is not along an exterior wall, provide and upload one (1) copy of a partial floor plan showing the location of the proposed fireplace.

As a part of the application, you will be required to upload one (1) scanned pdf copy of the construction drawings (1/4 inch = 1 foot) that include the following information: Chapter 10 of the 2021 International Residential Building Code provides code information in the design of fireplaces and chimneys. Masonry technical notes for residential fireplaces can be found at the website <http://www.gobrick.com/Technical-Notes> Check technical notes 19a-19e.

- A floor plan and a complete cross section of the (new) fireplace and chimney with all dimensions indicated is required. Include all required notes on this plan and cross section.
- Masonry fireplaces require a foundation. Provide all of the details for this.
- One or more elevations of the house with the chimney may be required. Dimensions and materials being used shall be noted. The height of the chimney termination is required.
- Hearth extensions from the front of the fireplace opening are required for wood burning fireplaces.
  - Six (6) square feet or less of opening requires an extension of sixteen (16) inches and extend to each side of the opening by eight (8) inches.
  - Six (6) square feet or more of opening requires an extension of twenty (20) inches and extend to each side of the opening by twelve (12) inches.
- Mantels or trim is permitted to be placed surrounding the fireplace opening.
  - Shall not be located within six (6) inches of the opening.
  - If between six (6) and twelve (12) inches of the opening, it shall not project more than an eighth (1/8) inch for each one (1) inch distance from the opening.
- Exterior air intake shall be provided and capable of supplying all combustion air from the exterior of the dwelling

Prefabricated Gas Fireplaces: (If new, provide the above information as well as below)

- For prefabricated fireplaces, upload a copy of the manufacturer's specification manual as an optional document.
- Show piping for the gas lines and shut off valves if applicable. Include materials and sizes of piping.

Per Village of Lincolnwood ordinance for Site Management chapter 14.15.10(M) Permissible hours of construction:

Monday through Friday: 7:00 am to 6:00 pm

Saturday: 7:00 am to Noon

Sunday: Construction prohibited