



City of Countryside - Community Development Department

FIRE PLACES, FIRE PITS and OUTDOOR COOKING DEVICES Permit Requirements

5550 East Avenue
Countryside, IL 60525
(708) 354-1860
Fax: (708) 354-9029
www.countryside-il.org

The following information must be filled-out on the general permit application in order to approve the permit.

- Date of application
- Address of Structure
- Estimated Cost
- Project Description - Material, Height, Type of project
- Property Owner's Name, Address and Phone Number
- General Contractor's Name, Address and Phone Number
(Indicate "Homeowner" if a contractor is not being used - Homeowners Affidavite must be completed and submitted with permit application)
- Sign and Date Permit Application
- Complete construction drawings
- All permit applications submitted to the building department will require a tax bill and the Property Identification Number

PLAT OF SURVEY

A Plat of Survey of the property must accompany the permit application. This will not be returned to the property owner; however, our office would be happy to make a copy. Draw the structure on the plat in its exact location including dimensions to all lot lines and other structures. Indicate on the plan all existing structures located on the property.

FEE

There is a minimum permit fee of \$50.00. Payment is not required until the permit is picked-up at the Community Development Department. Plan review fees are not included and must be paid for separately if the plan review is conducted externally by our Plan Review consultant. Payment may be made via cash, credit card or check. If payment is via check, make the check payable to: City of Countryside

PERMIT ISSUANCE

Permits take approximately **FIVE TO TWELVE BUSINESS DAYS** to process. The Community Development Department will notify the property owner by either telephone and/or e-mail when the permit is ready. All permits are to be picked-up at the Community Development Department.

PERMIT EXPIRATION

The life of a permit is twelve (12) months from the date of issue. A permit may be extended past the twelve (12) months by submitting a written request for extension, to be approved by the Building Commissioner. If work has not started within the six (6) months of the date of issue, the permit will be void unless a written request is submitted for extension, and approved by the Building Commissioner.

INSPECTIONS

All projects require the following as applicable: prepour (before any concrete is poured), underground electric (before covering conduit in the ground as needed), underground plumbing for gas lines (before covering the gas line in the ground as needed) rough and final building and electrical inspections. Inspections are scheduled by calling the building department at least one business day in advance at 708-354-1860.

CONTRACTORS

All contractors doing work in the City of Countryside must be licensed and bonded with the City **prior to** starting work. Permits will not be issued unless all contractors on the permit are licensed and bonded. If at any time during the permit approval process or during construction after the permit is approved and issued, a decision is made to change any contractor listed on the application, a revised permit application form must be completed and submitted to the Community Development Department. Verification of the new contractor's license and bond status as current must be confirmed by the City before work on the project can resume.

PROPERTY OWNER

A permit is required for all new or replacement accessory structures. The owner of the property where work is to be performed is responsible for filling out the permit application and obtaining the permit **before any construction** is performed. Property owners may give permission for a contractor or any other party to apply for the permit and obtain it, but the property owner is still responsible to insure a Building Permit is obtained and properly displayed before any work is initiated. **A permit is also required for replacement of an existing device to insure it is in compliance with current building codes.**

J.U.L.I.E.

Please call the Joint Utility Locating Information for Excavators (J.U.L.I.E.) at least 48 hours prior to any digging. Please call 1-800-892-0123.

ZONING

The zoning code restricts the installation of fire places, fire pits and outdoor cooking devices to the rear yard only. Contact the Zoning Department for questions regarding set back requirements.

FIRE CODE

The main code that regulates the distance of fire pits and outdoor cooking devices is the **International Fire Code - 2015 Edition** as adopted by the City of Countryside.

Fire pits must be a minimum of 25 feet from any combustible structure (i.e. house, fence, garage, deck, etc.). The maximum size of a fire pit is no greater than 3 feet in diameter and 2 feet in height.

A fire that is contained in a fully enclosed and approved container can be a minimum of 15 feet away from any combustible structure (i.e. house, fence, garage, deck, etc.).

Open-flame cooking devices such as charcoal burners and other open flame cooking devices shall not be on combustible balconies or within 10 feet of combustible construction.

BUILDING CODE

Provide complete detailed construction plans for the fire pit or outdoor cooking device(s). The details shall not limited to size, depth and locations, attachment method to the deck and any electrical or gas lines that may be included in the project.

If you have any questions, please contact the Community Development Department at (708) 354-1860.

EXAMPLE PLAT OF SURVEY

Plat of Survey should include all structure on the property including sheds, swing sets, sand boxes, decks, patios etc. The plat should, if provided, include a scale for the drawing.

