



FIREPLACE INSERT PERMIT SUBMITTAL REQUIREMENTS

- Submit for a building permit on eTrakit (online permitting system) completing all required information.
- Provide information on the manufacturer, Model #, and listing agency of the insert either in the description field or by attaching a manufacturer's cut sheet with the required information. Appliance must be direct vent.
- Please indicate where the insert is being installed.
- Indicate the type of fuel, i.e., wood, pellet, natural gas, propane, etc.
- Address in the "Description of Work" if the insert is a replacement for an existing insert or gas fired appliance; or if the insert is going into an existing wood burning masonry fireplace. If the new unit is replacing an existing solid fuel burning insert, indicate if the existing solid fuel burning insert is EPA Phase II compliant.
- If the new insert is a solid fuel burning device, provide documentation that the unit is EPA Phase II compliant.
- If the unit is a liquid fuel burning device, provide the input BTU rating of both the existing device and the new insert.
- If the new insert has a higher input BTU rating than the existing, provide a gas piping plan. Include on the plan the pipe type, meter pressure, lengths for each segment of pipe, and ID pipe diameter. Indicate on the plan all the gas appliances on the system and the input BTU rating for each appliance.
 - If tapping into an existing system, show the entire tree structure of the existing 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" as to what is being done electrically. Indicate "no electrical" if the insert has no electrical. Indicate "plugs into existing receptacle" if the insert 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 insert.