



## Outdoor Fireplace/Fire Pit Guidelines

JAN 2018

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**\*\*For Water Meters contact UTILITY BILLING at 817-503-1020\*\***

BUILDING INSPECTIONS  
100 Main Street, Colleyville, TX 76034  
OFFICE 817-503-1030 – FAX 817-503-1039  
INSPECTION REQUEST LINE 817-350-6321

## **PERMIT OVERVIEW**

### **Scope of Construction**

The information provided herein is intended for detached structures or stand-alone permits that are not part of a swimming pool or outdoor living project.

### **Permit Required**

A building permit shall be obtained in advance of the installation a permanent fireplace or fire pit, whether it is wood burning or gas burning. Any gas line can be included on the same permit by listing the plumbing contractor on the application.

### **Portable Fireplaces and Fire Pits**

Portable outdoor fireplaces and fire pits are exempt from permits but shall be used in accordance with the manufacturer's instructions. Portable appliances shall be listed and installed in accordance with the manufacturer's requirements.

### **Location on Lot**

- a) All outdoor fireplaces and fire pits shall be located not less than **5 feet** from any side or rear property line as measured from the outside finished edge
- b) The maximum height of a detached outdoor fireplace shall not exceed 14 feet
- c) Such structures shall not be located within any easement unless an encroachment agreement has been executed through Public Works
- d) Despite meeting required setbacks, the proposed structure cannot alter lot drainage causing a negative impact on the site or adjacent site(s)

### **Setbacks from other Buildings or Combustibles**

- a) Wood burning fireplace – the chimney (with a spark arrestor) shall terminate a minimum of 2 feet above any point within 10 feet
- b) Gas fireplace – vented or unvented gas appliances that are listed shall terminate in accordance with manufacturer's specifications or the International Fuel Gas Code
- c) Wood burning fire pit – minimum **25 feet**
- d) Gas burning fire pit – minimum **5 feet**

## **PLAN REVIEW SUBMITTAL REQUIREMENTS**

### **Plan Review Required**

Outdoor fireplace or fire pit permits are not issued over-the-counter and require plan review. The department goal is to process applications within seven (7) business days and the time sequence begins once all required and completed documents are submitted.

### **Application**

The application for a building permit shall list the contractor who must be registered with the City. A property owner who lists themselves as the contractor shall be required to meet the same requirements as a general contractor, including application and registration.

## **Plans**

Applications for demolition must include a paper copy (max. 11"x17") and electronic copy submitted to the Building Inspection Department for plan review. The following plans shall be submitted for review:

### **1) Site Plan**

A current property survey with the licensed seal affixed that shows all structures on the site, include accessory buildings. The proposed structure shall be highlighted and labeled. Setbacks from structures and property lines shall be clearly dimensioned

### **2) Foundation Plan**

An engineered plan shall be required for foundations that support a masonry fireplace and/or masonry chimney. All other installations shall require a footing that meets the building code requirements or other accepted standards. Typical footings shall extend a minimum of 12 inches into undisturbed soil with minimum #3 reinforcement

### **3) Construction Plan**

Schematics or elevations that may include any applicable framing or masonry and showing height, length, and/or width of the proposed structure

### **4) Plumbing (gas) Plan (where applicable)**

A current property survey that identifies the following:

- a) Detailed plan showing the gas meter location or outlet, gas pipe sizing, and developed length
- b) Existing gas outlets that serve other appliances such as pool heaters shall be sized for capacity when adding a fireplace or fire pit

## **Plan Minimum Design Standards**

Site plans may have the building footprint and proposed fireplace/fire pit hand drawn on the property survey provided such drawings are accurate and to-scale as practical as possible. Hand-drawn details which are deemed as "unacceptable" by Staff due to incomplete, inaccurate, or illegible shall be rejected.

## **INSPECTIONS REQUIRED**

- 1) Foundation
- 2) Gas line
- 3) Firebox (for masonry fireplaces)
- 4) Fireplace-Fire Pit Final

## **INSPECTION SCHEDULING: (select one of the following)**

- 1) By phone using IVR (817-350-6321)
- 2) Online using eTRAKIT with your contractor sign-in information. Visit [www.colleyville.com](http://www.colleyville.com) and click on Departments/Building Inspections to find the link.