

Guide for Adding or Converting Fireplaces & Woodstoves-Residential

INSTALLATION OF BRAND-NEW FIREPLACE OR WOODSTOVE: UCC FORMS PRINTED FROM THE INTERNET OR COPIES OF UCC FORMS MUST BE SUBMITTED SIGNED AND SEALED AS REQUIRED. UCC FORMS MUST LEGIBLE AND NOT HAVE OFFICE ONLY SECTIONS BLACKED OUT

- [] Construction Permit Application Folder
- [] Building Subcode Technical Section (if applicable)
- [] Electric Subcode Technical Section (if applicable)
- [] Mechanical Subcode Technical Section (if applicable)
- [] Submit 2 copies of manufacturer specs or signed/sealed design professional details.
- [] Submit 2 copies of ***Gas Riser Diagram if applicable.

CONVERTING WOOD FIREPLACE TO WOODSTOVE:

UCC FORMS PRINTED FROM THE INTERNET OR COPIES OF UCC FORMS MUST BE SUBMITTED SIGNED AND SEALED AS

REQUIRED. UCC FORMS MUST LEGIBLE AND NOT HAVE OFFICE ONLY SECTIONS BLACKED OUT

- [] Construction Permit Application Folder
- [] Mechanical Subcode Technical Section
- [] Submit 2 copies of manufactures specs on woodstove.
- [] Submit Chimney Certification.

CONVERTING WOOD FIREPLACE TO GAS:

UCC FORMS PRINTED FROM THE INTERNET OR COPIES OF UCC FORMS MUST BE SUBMITTED SIGNED AND SEALED AS

REQUIRED. UCC FORMS MUST LEGIBLE AND NOT HAVE OFFICE ONLY SECTIONS BLACKED OUT

- [] Construction Permit Application Folder
- [] Electric Subcode Technical Section (if applicable)
- [] Mechanical Subcode Technical Section
- [] Submit 2 copies of manufactures specs on gas log set or fireplace insert.
- [] Submit 2 copies of ***Gas Riser Diagram.