



## Fire Pits

### GENERAL INFORMATION AND PERMIT PROCESS

**Permanent, stationary, outdoor fire places and fire rings** require a permit. *Pre-fabricated portable firepits and chimineas do not require a permit. The information provided is to help guide you through the permit process. It is the responsibility of the property owner and/or designee to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.*

#### Step 1: Permit Application Submittal

- [Permit application](#) must be completed with contractor(s) list and signed.
- **Copy of the Proposal/Contract** between Contractor and designee, signed by both parties with scope of work included.
- **Contractor Registration:** [www.vbg.org/contractor](http://www.vbg.org/contractor)  
*All contractors must be registered in the Village of Buffalo Grove, for the respective year. To check the most recent list of registered contractors, go to [www.vbg.org/CL](http://www.vbg.org/CL).*

#### REQUIREMENTS

##### Permanent or Stationary Fire Pits

- Must be 36 inches or less in diameter, and 24" or less in height, and cannot be installed closer than 25' feet from **any other structure** and from all designated **structures and combustibles** on the lot.



#### Step 2: Processing and Plan Review

- Reviews can take up to 10 business days, are reviewed in sequential order and there are no options for expediting reviews.
- If any portion of the application is not approved, the applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all the items that need to be addressed before permit issuance. Applicant must respond directly to plan reviewer in writing, providing corrected revisions as directed.
- Once approved, the applicant will be contacted with permit issuance information, fees and payment options.

#### Step 3: Permit Issuance and Construction Period

- **Permit Fees:** \$85 Cash, check, and credit card with 3% processing fee – Not Accepted: AMEX
- **Approved plans** are given to the applicant at permit issuance and must be on-site and accessible. Permit card must remain posted until final inspections are approved.
- **Construction is permitted** on weekdays, 7am-7pm, and on weekends, 8am-7pm. (Village Municipal Code, Section 9.38.037) No materials or dumpsters are to be stored on the street or in the parkway.
- **Any changes to approved plans**, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
- **Permit is invalid** if work does not commence within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.



#### Step 4: Inspections and Completion

[www.vbg.org/inspections](http://www.vbg.org/inspections)

Pre-poured compacted subbase/forms  
Final inspection showing backfilled



#### Additional Information and Contacts

Shortcuts: [www.vbg.org/shortcuts](http://www.vbg.org/shortcuts)

**NOTE** - You cannot burn any leaves or garbage within the Village limits. Commercial outdoor fireplaces are allowed in Buffalo Grove, but only logs or charcoal may be used in them. If you smell the odor of burning leaves, it is very possible that it is coming from an area outside of the jurisdiction of the village.