



# SOLID FUEL BURNING APPLIANCE INSTALLATION – *Supplemental Information*

Community Development Department - Building Division  
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## BACKGROUND

Installation of solid fuel burning appliances requires verification that chimneys and vents are adequate for use with the new appliance. The inspection of an existing chimney or vent requires equipment that is not readily available to Building Division staff. A professional chimney sweep or contractor who is licensed by the State Construction Contractors Board (CCB) has the equipment and expertise to confirm the safety of an existing chimney or vent.

The Oregon Mechanical Specialty Code (Section 801.18.2) and the Oregon Residential Specialty Code (Section M1801.3.2) require appliances which are installed utilizing an existing chimney or vent to comply with the following:

*The flue gas passageway shall be free of obstructions and combustible deposits and shall be cleaned if previously used for venting a solid or liquid fuel-burning appliance or fireplace. The flue liner, chimney inner wall or vent inner wall shall be continuous and shall be free of cracks, gaps, perforations or other damage or deterioration which would allow the escape of combustion products, including gases, moisture and creosote.*

This requirement applies to all appliances installed into an existing chimney or vent which previously vented appliances using solid or liquid fuel. The requirement does not apply to new gas appliances which are proposed to vent into an existing (type B) gas vent.

## BUILDING DIVISION PROCESS

- Homeowner or qualified contractor shall obtain from the Building Division, a Mechanical Permit for installation of a solid fuel burning appliance. Indicate on the Mechanical Permit application if existing chimney or vent is to be replaced with new chimney or vent.
- If existing chimney or vent is to be re-used, clean existing chimney or vent previously utilized to burn solid or liquid fuel. **Cleaning and inspection must be performed by the homeowner, a chimney sweep or other qualified contractor prior to the inspection of the installation of the new solid fuel burning appliance.** A chimney sweep or contractor providing the cleaning and inspection of the chimney or vent must be registered with the CCB.
- Prior to requesting the inspection of the new appliance, the permittee must submit to this Division, documentation indicating characteristics of the installation and verification that the chimney or vent has been cleaned and is safe for reuse with the proposed appliance. See **SPECIFIC SUBMITTAL REQUIREMENTS** on reverse side.

**SPECIFIC SUBMITTAL REQUIREMENTS**

**PROJECT INFORMATION:** (Submit to Building Division **prior to requesting inspection**)

**Mechanical Permit No.:** \_\_\_\_\_

**Owners Name (print):** \_\_\_\_\_

**Installation Address:** \_\_\_\_\_

**Chimney or Vent Inspector/Contractor Name (print):** \_\_\_\_\_

**CCB No.:** \_\_\_\_\_

**Appliance:**  Freestanding Wood Stove     Wood Stove Insert     Pellet Stove     Pellet Stove Insert  
Other (describe): \_\_\_\_\_

**Minimum required clearance to combustibles:** Sidewall: \_\_\_\_\_ Mantle: \_\_\_\_\_ Corner wall: \_\_\_\_\_

**Chimney connector:**  Single wall     Double wall reduced clearance

**Chimney /Venting:**  Manufactured UL 103 HT     Masonry Chimney with UL 1777 liner:  
 Masonry chimney with direct connection to clay tile liner  
 Pellet vent type L     Other (describe): \_\_\_\_\_

**Chimney /Liner:**

Manufacturer / model: \_\_\_\_\_

Does the existing masonry chimney have a clay tile liner?  Yes  No

Has the existing clay tile liner been cleaned?  Yes  No Date cleaned: \_\_\_\_\_

Is the existing clay tile liner continuous, free of cracks, gaps, perforations or damage?  Yes  No

Is the chimney liner installed as per the manufacture’s installation instruction?  Yes  No

Are the concealed portions of the wood stove flue a manufactured UL 103 HT chimney and installed as per the manufactures instructions with the minimum required clearances?  Yes  No

**Termination:**

Is chimney termination at least 2-ft. higher than any part of the structure that is within 10-ft. of the chimney, and at least 3-feet high measured from where it passes through the roof?  Yes  No

Does the chimney termination have a spark arrestor?  Yes  No

**Homeowner, Chimney /Vent**

**Inspector, or Contractor Verification:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature)