



Community Development Department
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WOOD BURNING STOVES AND FIREPLACES

The resurgence of the wood burner as a supplementary source of heat has led to an alarming number of fires traceable to careless installations or misuse. The purpose of this sheet is to provide some basic information on the selection, installation, use, and maintenance of solid fuel heating equipment.

Permit fee

A heating permit is required for the installation of any wood/gas/pellet stove or fireplace. Solid fuel burning appliances must be installed according to manufacturer's specifications, or the Wisconsin Uniform Dwelling Code. Please reference the City of Neenah Inspections website for a complete fee list.

Some of the principle do's and don'ts

DO	Make sure there is enough clearance between the stove and combustible walls, ceilings, and floors.
DO	Place the stove on a fireproof base.
DO	Have a competent mason inspect your chimney.
DO	Burn only dry, well-seasoned wood.
DO	Consider opening the window a crack for ventilation, especially if your house is tightly insulated.
DO	Dispose of ashes in a closed metal container outside of the house.
DON'T	Extend a stovepipe through a wall or ceiling unless using an approved thimble.
DON'T	Connect a wood stove to a fireplace chimney, unless fireplace has been sealed off.
DON'T	Start a stove with flammable fuel.
DON'T	Burn trash in a stove – doing so can start a chimney fire.
DON'T	Let wood fire burn unattended or overnight.

IN CASE OF FIRE FIRST CALL THE FIRE DEPARTMENT - 911

While you're waiting for the firemen to arrive, you can help control the fire by doing the following:

- Closing the stove's draft louvers
- Closing the stove's solid damper
- Throwing a liberal amount of coarse salt into the fire chamber.

This information is only a general guide to help you plan a building project. While we have made an attempt to answer the questions most often asked of this department, your situation may not be included. Please feel free to call or stop in the office with any questions you may have. Inspector's office hours are from approximately 7:30-9:30am, 12:00-1:30pm, and 3:00-3:45pm Monday thru Friday.