



THE CITY OF NORTH RIDGEVILLE
7307 AVON BELDEN ROAD, NORTH RIDGEVILLE, OHIO 44039
TELEPHONE: (440) 353-0822 FAX: (440) 353-0823



Building Department

INSTRUCTIONS FOR BACKUP GENERATOR

REQUIREMENTS FOR PERMIT:

- Complete application form (located on the city website)
- Estimate Cost of Construction
- Complete the Plot plan showing lot line, setbacks, and structures.
**Indicate location on plot plan where generator will be located.
- Fill in attached generator electrical information sheet
- Please make sure to give us the Name of your Contractor. (NOTE: Contractor must be registered with the City of North Ridgeville). It is highly recommended that only a qualified contractor experienced in installing generators perform this work.

REVIEW PROCESS: (Allow 3 weeks for processing)

- Submit application to the Building Department
- Engineering Department will review for any easements and/or drainage blockage.
- Building Department will notify Applicant when plan review is complete and permit is ready to be picked up.

FEES:

- See fees listed on Residential Building Permit Fees page (located on the city website)
 - Base permit fee plus 1% State Fee
 - Administrative fee

EASEMENTS:

- No structures in easements. (Do not change grade.)

MISCELLANEOUS:

- Call 1-800-362-2764 (OUPS) before you dig. **INSPECTIONS REQUIRED:** (call 24 hours in advance)
- The electrician that installed the generator **needs to be on site for all inspections** to open the panel covers and to start the generator.
- Final Inspections are performed when the project is completed.
- Call 24 hours in advance for inspection when completion of work is anticipated. On the day of the Inspection, call the Building dept. within 1 hour of final completion. The inspector will be notified and will be on site within approximately 1 hour.



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ELECTRICAL GENERATOR INFORMATION

Please have your Contractor complete the following and return it to the Building Department *with* the APPLICATION.

CONSTRUCTION SITE ADDRESS: _____

1. Size of Generator? (KW / amps / volts) _____

2. Breaker size on Generator: _____

3. Will a transfer switch be utilized? YES / NO

- If the transfer switch is being used as the main service panel, the original service conductors entering into the main panel may need to be replaced.
- Once the main transfer switch is installed the original main panel is now a sub panel and the neutral conductor needs to be insulated, a four wire feeder is required.

4. How will the electrical be run from the main house panel?

Conduit? Size _____ Type _____

Direct burial? Size _____ Type _____

Other: _____

5. Number of conductors (wires) being run? _____

 Size of conductors (wires) being run? _____

 Type of conductors (wires) being run? _____

6. Distance from house to generator? _____

7. Size of gas line to generator? _____

8. Who will be installing the gas line to the generator? _____

9. Is the gas manifold being changed? YES / NO

 If yes, by whom? _____

General Notes:

- When using an automatic transfer switch as the main electrical panel, the transfer switch shall be rated “Suitable to be Used as Service Equipment.”
- DO NOT install an additional grounding rod unless the installation is per the manufacturers’ specs and in accordance with the National Electrical Code.
- Ensure the low voltage cable is in a separate raceway (conduit) per the Manufacturers specs and the National Electrical Code
- Ensure the gas pipe size is sufficient to supply all gas fired appliances being utilized with the Generator.
- Ensure the gas piping is not installed directly above the electrical panel.
- Maintain required working space around generator AND all disconnects.
- Maintain proper distance from all openings such as doors, windows and ventilation.



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Application for Certificate of Plan Approval

CONSTRUCTION SITE ADDRESS: _____
 CONTRACTOR: _____ DATE: _____
 CONTRACTOR ADDRESS: _____
 CONTACT PHONE #: _____ E-MAIL: _____
 PROPERTY OWNER: _____ DATE: _____
 PROPERTY OWNER ADDRESS: _____
 CONTACT PHONE #: _____ E-MAIL: _____

(CHECK ALL ACTIVITIES PERTAINING TO THIS APPLICATION)

NEW CONSTRUCTION: Single Family Multi-Family # of Units _____
Square Footage: Finished Basement: _____ 1st Fl.: _____ 2nd Fl.: _____ Total: _____
Garage: Attached Detached Storage Building Size: W _____ x D _____ Square Feet: _____
 Sub Lot # : _____ Permanent Parcel # : _____ Water Permit #: _____
 Zoning District : _____ Subdivision: _____ Model / Plan Name: _____
YARD REQUIREMENTS: Width at R.O.W. : _____ Flood Plain Zone: _____

ADDITION / ALTERATION: Year Dwelling Built: _____ Addition/Alteration Square Footage: _____
 Dwelling Addition Garage Addition Storage Bldg. Addition Kitchen Remodel Basement Remodel

GENERAL PERMITS:

Re-Siding Re-Roofing Fire Damage Repair 2nd water meter
 Demo Above-Ground Pool In-Ground Pool Lawn Sprinkler
 Gazebo Other : _____
 Fence Style: _____ Size: _____
 Deck Size: _____ Square Feet: _____

PERMIT FEES
To be calculated by Building Dept.
PERMIT: _____
STATE 1%: _____
ADMIN.: _____
TOTAL: _____

HVAC:

Heat: New Replacement A/C: New Replacement Fireplace: New Replacement
 Condensing Unit Location: Rear yard Left side yard Right side yard
Furnace Capacity: _____ BTU's Water Heater Capacity: _____ BTU's
 Furnace Fuel Type: Natural Gas L.P. Gas Electric Other: _____
 Water Heater Fuel Type: Natural Gas L.P. Gas Electric Other: _____
Air Conditioner Capacity: _____ Tons Ductwork Type: Sheet metal Duct board
 Gas Meter Location: Front yard Rear yard Left side yard Right side yard
 Water Meter Location: Front Rear Left side Right side

The following information must be clearly identified on the Construction drawings: Furnace location, water heater location, vent termination for dryer, furnace & water heater, water meter location (if slab construction).

Indicate Energy Code compliance method: _____



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PLUMBING: New Alteration Service Line

Indicate fixture count below:

Water Closet(s) _____	Floor Drain(s) Bidet(s) _____	Backflow Device(s) _____
Lavatory(s) _____	Sink(s) _____	Laundry Tub(s) _____
Water Heater(s) _____	Shower(s) _____	Bath Tub(s) _____
Dishwasher(s) _____	Clothes Washer(s) _____	Sump Pump(s) _____
Hot Tub(s) _____	Sewage Grinder(s) _____	Garbage Disposal(s) _____ Other(s) _____

Building Main Drain size: _____ inches. Building Water Service size: _____ inches.
 Water Distribution System: Copper PVC / plastic

ELECTRICAL: New Alteration/Addition Service Change Service Entrance Service Amps: _____

Indicate load wattages & amperages for each item applicable below:

Range: _____ watts	Cook top: _____ watts	Oven: _____ watts
Water Heater: _____ watts	Clothes Dryer: _____ watts	Gas Clothes Dryer: _____ watts
Dishwasher: _____ watts	Disposal: _____ watts	Sump Pump: _____ watts
Sewage Ejector: _____ watts	Water Pump: _____ watts	Other: _____ watts

Air Conditioner: _____ volts _____ amps Furnace: _____ volts _____ amps
 Electric Space Heater: _____ volts _____ amps Heat Pump: _____ volts _____ amps

TRADE	NAME OF CONTRACTOR	REGISTERED
Masonry:		Yes / No
Carpentry:		Yes / No
Plumbing:		Yes / No
Electrical:		Yes / No
HVAC:		Yes / No
Decorating:		Yes / No
Floor Covering:		Yes / No
Drywall:		Yes / No
Excavator:		Yes / No
Pool Erector:		Yes / No
Landscaper:		Yes / No
Other:		Yes / No

(Circle one)

NOTE: All contractors submitted regarding this permit, must be registered and approved by the Building Dept. for the current year.

Cost of Construction: \$ _____ **Applicant's Signature:** _____

Property Owner's Signature: _____

Sidewalk Ordinance received date: _____ **Applicant's Signature:** _____

Date: _____ **Approved:** _____