SUBMITTAL REQUIREMENTS

Building Permit. A building permit is required to install a backup generator. Include with your permit application the following additional information:

- A plot plan showing the location of the generator on the property, including lot lines, setbacks and structures.
- Completed generator electrical information sheet (attached).
- Estimated cost of construction.
- Name of contractor, if applicable. Note: All contractors must be registered with the city. It is highly recommended that only contractors experienced in installing generators perform this work.

REVIEW PROCESS

Allow at least three weeks for processing of your application. The Building and Engineering Divisions will review for code compliance, easements or impediments to drainage. The applicant will be notified when plan review is complete and the permit is ready for pick up.

SPECIFICATIONS

- No structures are permitted in easements. Do not change grade.
- Call 1-800-362-2764 (OUPS) before you dig.

FEES AND INSPECTIONS

- See fees listed on Permit Fee Schedule.
- A minimum 24-hour notice is required to schedule inspections.
    - Call 24 hours in advance for inspection when completion of work is anticipated. On the day of the inspection, call the Building Division within one hour of final completion. The inspector will be notified and will be on site within approximately one hour.
- The electrician that installed the generator **must be on site for all inspections** to open the panel covers and to start the generator.
- Final inspection when the project is completed.

GENERATOR ELECTRICAL INFORMATION

Please complete the following and return to the Building Division 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 manufacturer's specs and in accordance with the National Electrical Code.
- Ensure the low voltage cable is in a separate raceway (conduit) per the manufacturer's 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.